IF IT WORX, IT'S

UTAX

USER MANUAL

FAX SYSTEM

P-C2665i MFP

Copy/Print/Scan/Fax
A4

Safety Conventions in This Guide

Please read the Operation Guide before using the facsimile. Keep it close to the facsimile for easy reference.

The sections of this handbook and parts of the facsimile marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the facsimile.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

... [General warning]

... [Warning of high temperature]

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

... [Warning of prohibited action]

... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

... [Alert of required action]

... [Remove the power plug from the outlet]

... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

NOTE
Due to performance updating, information in this Operation Guide is subject to change without notice.

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Safety Information

About this Operation Guide

This Operation Guide contains information on using the facsimile functions of this machine. Please read the Operation Guide before you start using the machine.

During use, refer to the Operation Guide for your machine for information regarding the sections listed below.

Environment
Precautions for Use
Loading Paper
Toner Container Replacement
Waste Toner Box Replacement
Cleaning
Solving Malfunctions
Responding to Error Messages
Clearing Paper Jams

General Notice

Legal Notice

WE SHALL HAVE NO LIABILITY FOR LOSS, WHETHER OR PARTIAL, OF RECEIVED DOCUMENTS WHEN SUCH LOSS IS CAUSED BY DAMAGES TO THE FAX SYSTEM, MALFUNCTIONS, MISUSE, OR EXTERNAL FACTORS SUCH AS POWER OUTAGES; OR FOR PURELY ECONOMIC LOSSES OR LOST PROFITS RESULTING FROM MISSED OPPORTUNITIES ATTRIBUTABLE TO MISSED CALLS OR RECORDED MESSAGES RESULTING THEREFROM.

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- Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated.

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IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

CAUTION: To reduce the risk of fire, use only No.26 AWG or larger UL listed or CSA certified telecommunication line cord.

1 Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

2 Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

3 Do not use the telephone to report a gas leak in the vicinity of the leak.

4 Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

SAVE THESE INSTRUCTIONS

IMPORTANTES MESURES DE SECURITE

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelques unes:

1 Ne pas utiliser l'appareil près de l'eau, p. ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.

2 Eviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.

3 Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.

4 Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

CONSERVER CES INSTRUCTIONS

Declarations to European Directives

DECLARATION OF CONFORMITY TO 2004/108/EC, 2006/95/EEC, 93/68/EEC, 1999/5/EC and 2009/125/EC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

Limits and methods of measurement for immunity characteristics of information technology equipment	**EN55024**
Limits and methods of measurement for radio interference characteristics of information technology equipment	**EN55022 Class B**
Limits for harmonic currents emissions for equipment input current ≦ 16A per phase	**EN61000-3-2**
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current ≦ 16A	**EN61000-3-3**
Safety of information technology equipment, including electrical business equipment	**EN60950-1**
Terminal Equipment (TE);	**TBR 21**
Attachment requirements for pan-European approval for connection to the analogue Public Switched Telephone Networks (PSTNs) of TE (excluding TE supporting the voice telephony service) in which network addressing, if provided, is by means of Dual Tone Multi Frequency (DTMF) signalling	

Technical regulations for terminal equipment

This terminal equipment complies with:

- TBR21
- AN 01R00 AN for P
- AN 02R01 AN for CH and N
- AN 05R01 AN for D, E, GR, P and N
- AN 06R00 AN for D, GR and P
- AN 07R01 AN for D, E, P and N
- AN 09R00 AN for D
- AN 10R00 AN for D
- AN 11R00 AN for P
- AN 12R00 AN for E
- AN 16R00 General Advisory Note
- DE 03R00 National AN for D
- DE 04R00 National AN for D
- DE 05R00 National AN for D
- DE 08R00 National AN for D
- DE 09R00 National AN for D
- DE 12R00 National AN for D
- DE 14R00 National AN for D
- ES 01R01 National AN for E
- GR 01R00 National AN for GR
- GR 03R00 National AN for GR
- GR 04R00 National AN for GR
- NO 01R00 National AN for N
- NO 02R00 National AN for N
- P 03R00 National AN for P
- P 04R00 National AN for P
- P 08R00 National AN for P

Network Compatibility Declaration

The manufacturer declares that the equipment has been designed to operate in the public switched telephone networks (PSTN) in the following countries:

■Austria ■France ■Liechtenstein ■Slovakia
■Belgium ■Germany ■Lithuania ■Slovenia
■Bulgaria ■Greece ■Luxembourg ■Spain
■Cyprus ■Hungary ■Malta ■Sweden
■Czech ■Iceland ■Norway ■Switzerland
■Denmark ■Ireland ■Poland ■The Netherlands
■Estonia ■Italy ■Portugal ■United Kingdom
■Finland ■Latvia ■Romania

Introduction

About this Operation Guide

This Operation Guide contains the following chapters.

Chapter		Contents
1	Before Using the Fax Machine	Explains the part names and the quick setup wizard.
2	Registering Destinations	Explains the procedures for registering destinations in the address book and one-touch keys.
3	Methods For Entering the Destination	Explains the procedures for entering destination fax numbers.
4	Sending Faxes	Explains the general methods for sending faxes and transmission functions.
5	Receiving Faxes	Explains the general methods for receiving faxes and reception functions.
6	Using Convenient Fax Functions	Explains convenient fax functions such as storing received faxes in boxes in the memory, forwarding received faxes, and polling communication (a function that allows the receiving party to call and initiate fax reception).
7	Using a Connected Telephone	Explains convenient functions that use an external telephone.
8	Checking Transmission Results and Registration Status	Explains how to check the status of recently performed transmission and reception operations in the touch panel. Also explains how to print administrative reports showing communication results, machine settings, and registered information.
9	Fax Settings	Explains various settings for controlling fax usage, such as restricting transmission destinations, blocking fax reception, and setting prohibited use times.
10	Troubleshooting	Explains what to do when errors are displayed or other problems occur.
11	Appendix	Explains how to enter characters, and lists the fax specifications.

Conventions in This Guide

The following conventions are used depending on the nature of the description.

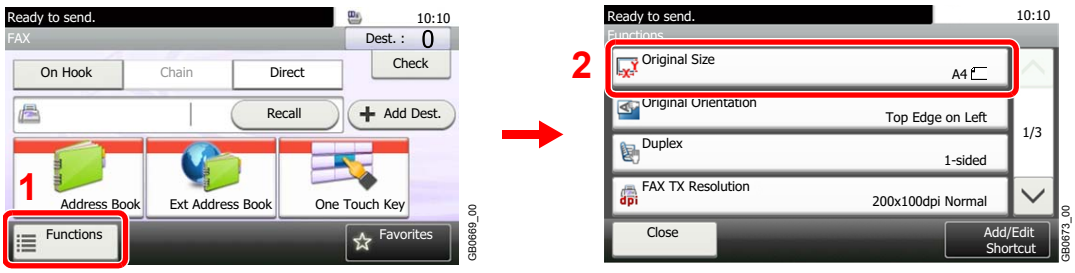
Convention	Description	Example
Bold	Indicates the operation panel keys or a computer screen.	Press the **Start** key.
[Regular]	Indicates the touch panel keys.	Press [OK].
Italic	Indicates a message displayed on the touch panel.	*Ready to copy* is displayed.
	Used to emphasize a key word, phrase or references to additional information.	For more information refer to *Sleep and Auto Sleep on page 2-9*.
NOTE	Indicates supplemental information or operations for reference.	**NOTE**
IMPORTANT	Indicates items that are required or prohibited so as to avoid problems.	**IMPORTANT**
Caution	Indicates what must be observed to prevent injury or machine breakdown and how to deal with it.	**Caution**

In this guide, steps where touch panel keys are used are outlined in red.

E.g.) Select [One Touch Key].

Procedures consisting of a series of operation panel and/or touch panel operations are numbered as follows:

E.g.) Select [Functions] and then [Original Size].



Originals and Paper Sizes

This section explains the notation used in this guide when referring to sizes of originals or paper sizes.

Icons on the Touch Panel

The following icons are used to indicate originals and paper placement directions on the touch panel.

Originals	Paper
Horizontal direction	Vertical direction

1 Before Using the Fax Machine

This chapter explains the following topics:

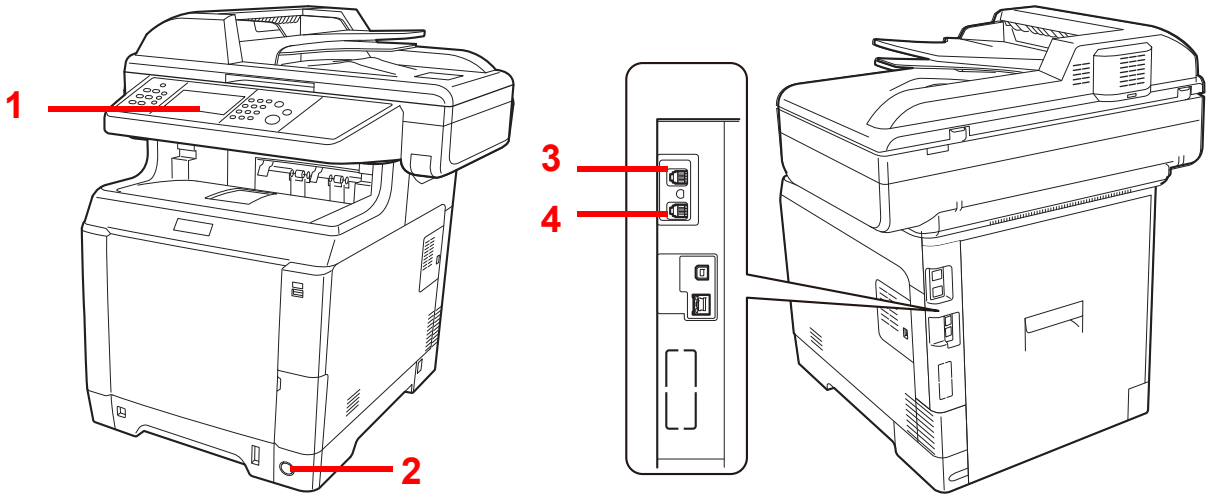
Part Names and Functions 1-2
Machine 1-2
Operation Panel 1-4
Touch Panel 1-5
Enter key and Quick No. Search key 1-5
Quick Setup Wizard (Fax Setup) 1-7
Fax setup items 1-7
Fax setup procedure 1-8
Setting Date and Time 1-10
PBX Setting (Europe only) 1-12

Part Names and Functions

Machine

This chapter explains the names of parts when the machine is used as a fax machine.

For the parts required when functions other than FAX are used, refer to the machine's *Operation Guide*.

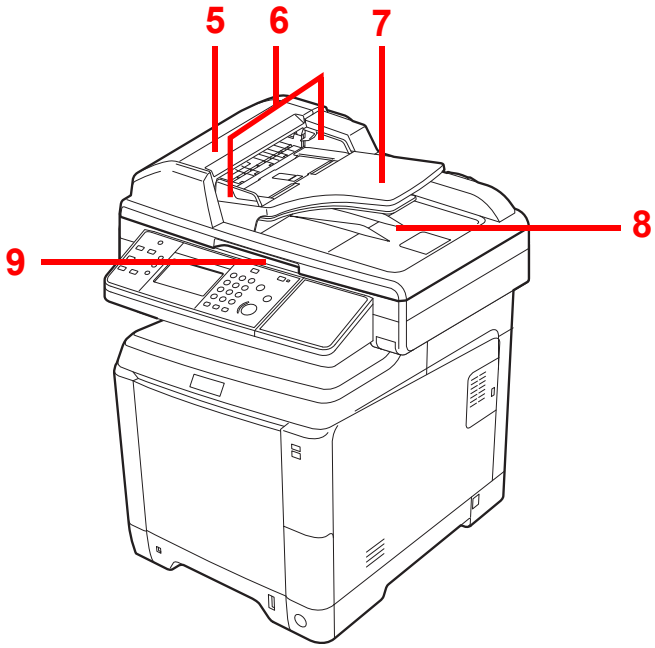


1	Operation panel	Perform the fax operation with this panel.
2	Main power switch	Set this switch to the ON (|) side when performing the fax or copier operation. The touch panel lights to enable operation.
3	LINE connector (L1)	Connect the modular cord for the telephone line to this connector.
4	TEL connector (T1)	When using a commercially available telephone set, connect the modular cord to this connector.

IMPORTANT

You cannot automatically receive a fax when the main power switch is turned off. To receive faxes with the power turned off, press the Energy Saver key on the operation panel.

Document Processor



5	Document Processor cover	Open this cover when the original jammed in the Document Processor.
6	Original width guides	Adjust these guides according to the original width.
7	Original table	Stack the sheet originals on this table.
8	Original eject table	Read originals are ejected onto this table.
9	Document Processor Open/ Close handle	Hold this handle when opening or closing the Document Processor.

Operation Panel

For the names of keys and indicators required when functions other than FAX are used, refer to the machine's *Operation Guide*.

System Menu / Counter	Displays the System Menu/Counter screen.		
Status/ Job Cancel	Displays the Status/Job Cancel screen.	Copy	Displays the Copy screen.
Favorites/ Application	Displays the Favorites screen. When using an application, displays the application screen.	Send	Displays the screen for sending. You can send the FAX on the basic send screen.
Document Box	Displays the Document Box screen.	FAX	Displays the FAX screen.

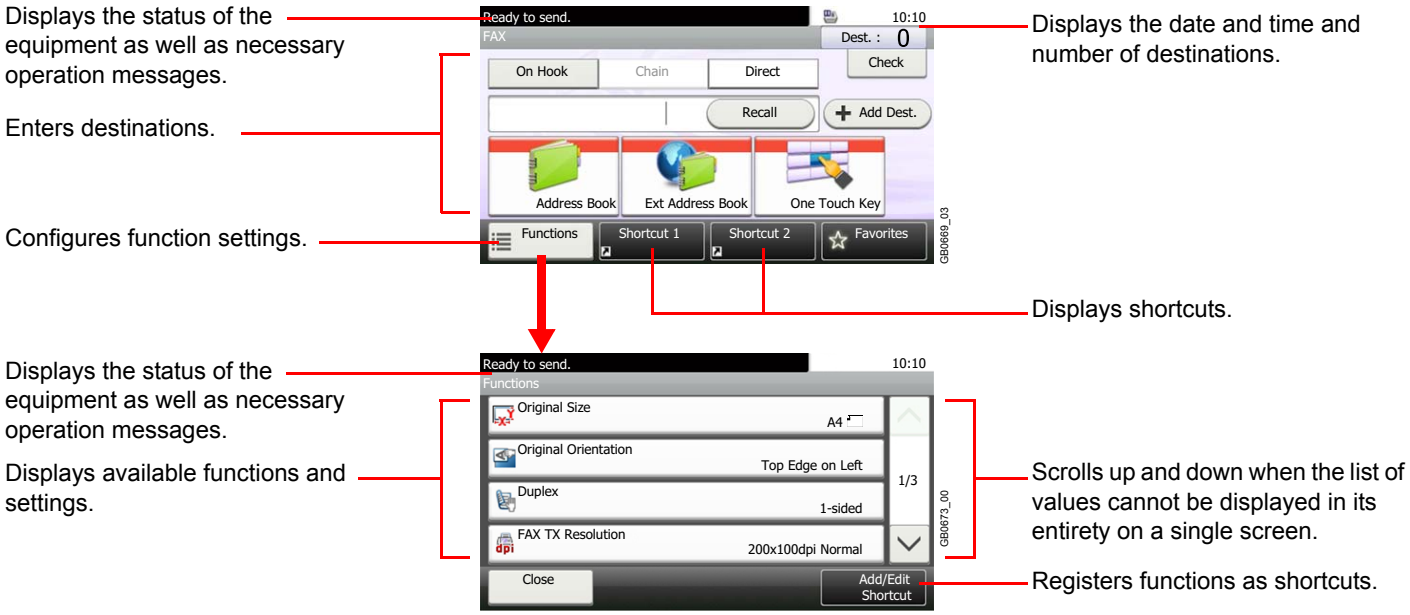
Logout	Ends operation (logs out) on the Administration screen.
Energy Saver	Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.
	Lit when the machine's main power is on.

Touch panel. Displays buttons for configuring machine settings.

Processing: Blinks during fax transmission and reception.
Memory: Blinks while the memory is being accessed. Lights steadily when a document is in memory.
Attention: Lights or blinks when an error occurs and a job is stopped.

Numeric keys. Enter numbers and symbols.		Clear	Clears entered numbers and characters.	Reset	Returns settings to their default states.
		Quick No. Search	Press to specify a registered destination by a number, such as a speed dial or address number.	Stop	Cancels or pauses the printing job in progress.
		Enter	Finalizes numeric key entry, and finalizes screen during setting of functions. Operates linked with the on-screen [OK].	Start	Starts fax transmission and processing of settings.

Touch Panel



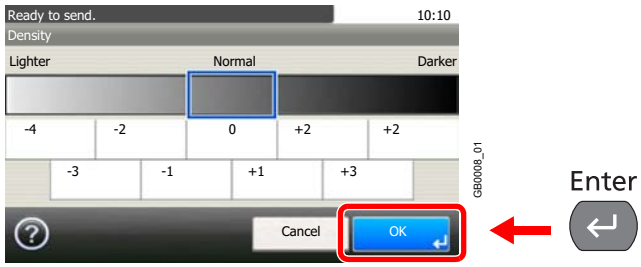
Enter key and Quick No. Search key

This section explains how to use the **Enter** key and **Quick No. Search** key on the operation panel.

Using the Enter key

The **Enter** key works in the same way as keys displayed on the touch panel, such as [OK] and [Close].

The Enter symbol (↵) is displayed next to the keys whose operations are carried out by the **Enter** key (e.g. [OK ↵], [Close ↵]).



Pressing the **Enter** key on the operation panel has the same effect as touching [OK] on the touch panel.

Using the Quick No. Search key

The **Quick No. Search** key is used to specify a transmission destination by speed dial, or by directly entering the fax number with the numeric keys.

Touching the **Quick No. Search** key in the one-touch screen displays the number entry screen.

Quick Setup Wizard (Fax Setup)

In quick setup mode, a wizard is used to configure the following settings. Be sure to complete the settings before using the fax system.

Fax setup items

Step	Setting item	Description	Reference Page
1.Dialing/RX Mode	Dialing Mode	Select the dialing mode according to the line type.	*9-7*
	Reception Mode	Select the reception mode.	*9-8*
	Auto (DRD)*	Select the reception pattern.	*9-8*
2.Local Fax Info.	Local FAX Name	Register the local fax name printed on the fax on the receiving system.	*9-7*
	Local FAX Number	Enter the local fax number to be printed on the fax on the receiving system.	*9-7*
	Local FAX ID	Enter the local fax ID. The local fax ID can limit other parties with which you can communicate. Enter the four-digit local FAX ID number.	*9-7*
	Print Position (Transmit Terminal Identification: TTI)	Select whether or not to print the local fax information on the fax on the receiving system.	*9-7*
3.Sound Volume	Speaker Volume	Set the volume when pressing [On Hook]. Speaker Volume: Volume of the built-in speaker when the line is connected by pressing [On Hook].	*9-6*
	Monitor Volume	Set the monitor volume. Monitor Volume: Volume of the built-in speaker when the line is connected without pressing [On Hook] such as in memory transmission.	*9-6*
	Job Finish	Sets whether an audible signal is generated when a job is successfully completed.	*9-6*
4.Rings	Normal	Set number of times to let phone ring before answering a call.	*9-8*
	Answering Machine	Set number of times to let phone ring before taking over from the answering machine.	*9-8*
	FAX/TEL Switch**	Set number of times to let phone ring before switching the FAX and the phone.	*9-8*
5.Redial	Retry Times	Set the number of redials.	*9-7*

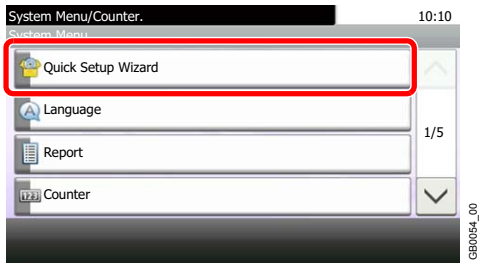
* DRD reception mode is available for some countries.
** For FAX/TEL Switch, this change is possible with some countries.

NOTE
The settings can be changed in the system menu. Refer to *Default fax settings on page 9-2* or the *Operation Guide* for the machine.

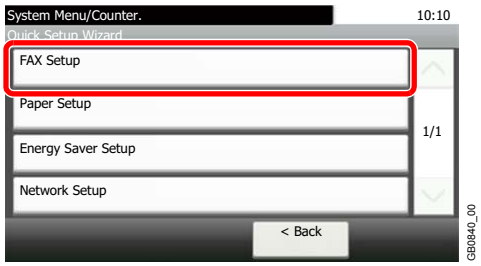
Fax setup procedure

1 Display the screen.

◈ System Menu / Counter

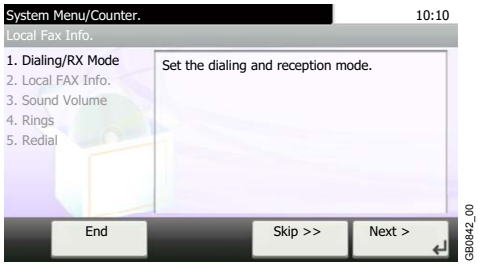


2 Select a function.



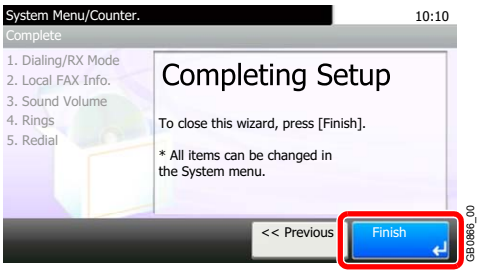
3 Configure the function.

Start the wizard. Follow the instructions on the screen to configure settings.



End	Exits the wizard.
<< Previous	Returns to the previous item.
Skip >>	Advances to the next item without setting the current item.
Next >	Advances to the next screen.
< Back	Returns to the previous screen.

4 Finish.



When setup is finished, press [Finish].

Setting Date and Time

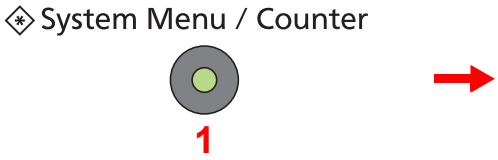
Set the local date and time at the place of installation.
When you send a fax using the transmission function, the date and time as set here will be printed in the header of the fax. Set the date, time and time difference from GMT of the region where the machine is used.

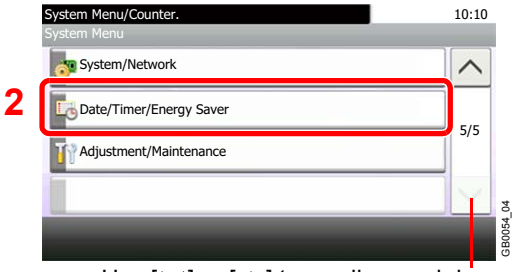
NOTE
The user authentication screen appears. Enter your login user name and password, and press [Login]. Refer to *Adding a User* in the machine's *Operation Guide* for the default login user name and password.

Be sure to set the time difference before setting the date and time.

The date and time are set using the Quick Setup Wizard when the machine is turned on for the first time after installation.

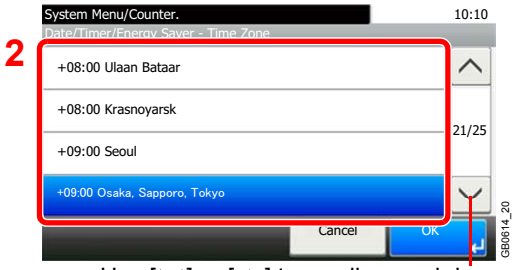
1 Display the screen.





Use [∨] or [∧] to scroll up and down.

2 Set the time difference.

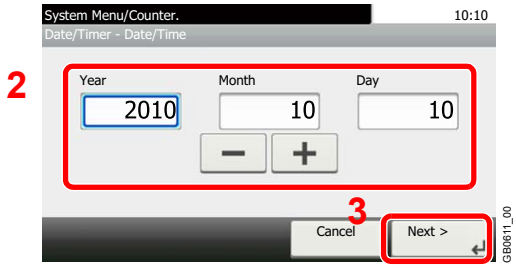


Use [∨] or [∧] to scroll up and down.

Select the region.

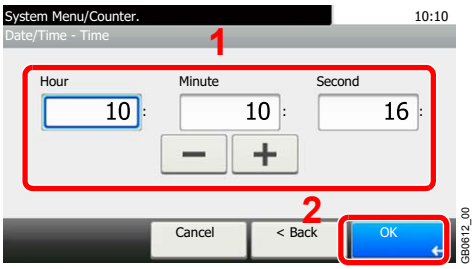
NOTE
If you have selected an area that observes daylight savings time, the Daylight Savings Time Setup screen will be displayed. Press [On] or [Off].

3 Set the date.



Press [+] or [-] to set each of *Year*, *Month*, and *Day*.

4 Set the time.



Press [+] or [-] to set each of *Hour*, *Minute*, and *Second*.

PBX Setting (Europe only)

When using this machine in environment in which PBX for connection to multiple phones for business use is installed, perform the following PBX setting.

NOTE
Before connecting this machine to PBX, it is recommended to contact the company that installed the PBX system to request connection of this machine. Note that correct operation cannot be guaranteed in environment in which this machine is connected to PBX because the functions of this machine may be restricted.

Item	Setting value	Description
Exchange Selection	PSTN	Use when connecting this machine to a public switched telephone network (default).
	PBX	Use when connecting this machine to PBX.
Outside call number setting	0-9 00-99	Set a number to access an outside line. For the number, contact the PBX administrator.

For more information about configuring settings, refer to *Default fax settings on page 9-2*.

2 Registering Destinations

This chapter explains the following topics:

Registering Destinations in the Address Book 2-2
Adding a contact 2-2
Adding a Group 2-6
Editing and Deleting Address Book Entries 2-9
Printing Address List 2-11
Adding a Destination on One Touch Key 2-12
Adding a Destination 2-12
Editing and Deleting One Touch Key 2-14

Registering Destinations in the Address Book

Add a new destination to the Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Address Book.

Adding a contact

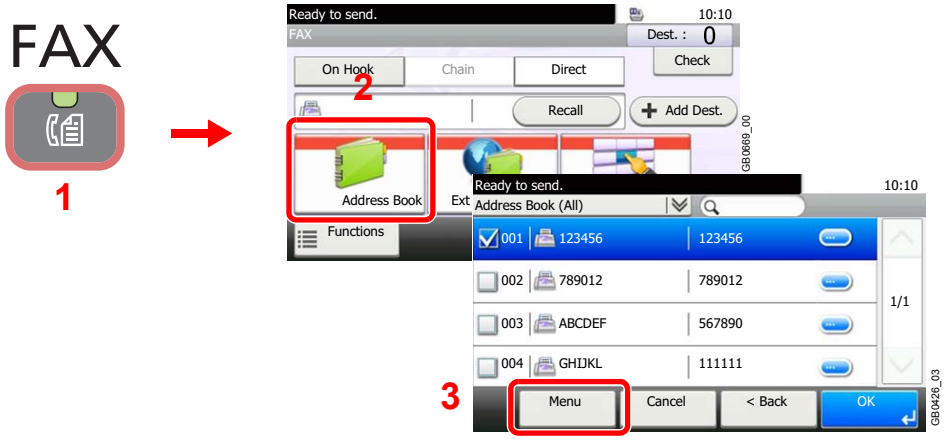
A maximum of 200 contact addresses can be registered. Destination name, fax number, sub address communication, encryption, transmission start speed, and ECM communication can be registered for each destination.

NOTE

If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

Contact addresses can also be registered in the system menu.

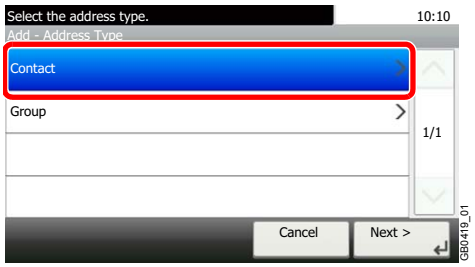
1 Display the screen.



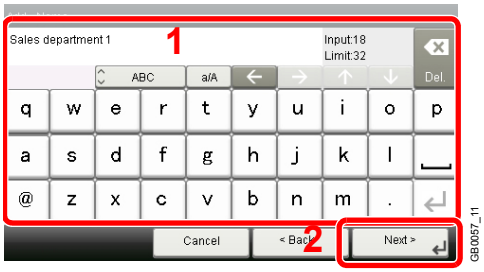
2 Adds a new destination.

Use [∨] or [∧] to scroll up and down.

3 Select the registration method.



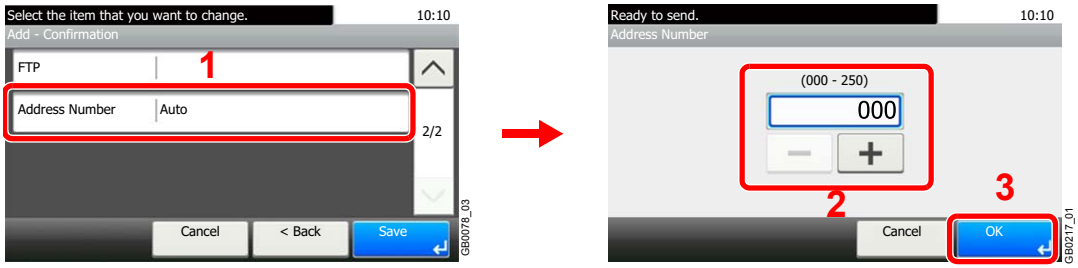
4 Enter the destination name.



Up to 32 characters can be entered.

For details on character entry, refer to *Character Entry Method on page 11-2*.

5 Enter the address number.

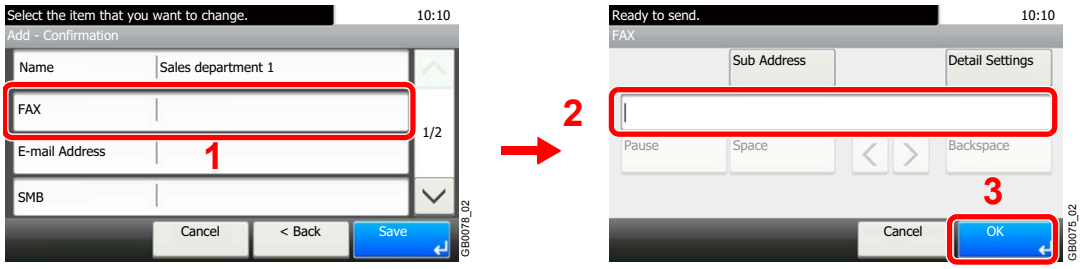


Press [+], [-] or numeric keys to enter a particular Address Number (1-250).

Address Number is an ID for a destination. You can select any available number out of 200 numbers for contacts and 50 numbers for groups.

If you set “000” as the address number, the address is registered under the lowest available number.

6 Enter the fax number.



Key	Description
Pause	Pressing this key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.
Space	Enters a space.
◁ ▷	Moves the cursor.
Backspace	To correct the fax number, press [Backspace] on the touch panel, and delete the digits one by one before reentering the fax number. To delete the number entirely, press the **Clear** key on the operation panel.

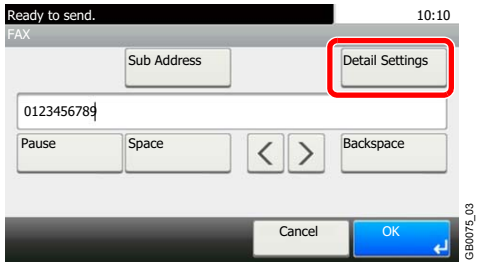
Enter the fax number of the receiving system using the numeric keys.

Up to 32 digits can be entered as the fax number of the receiving system.

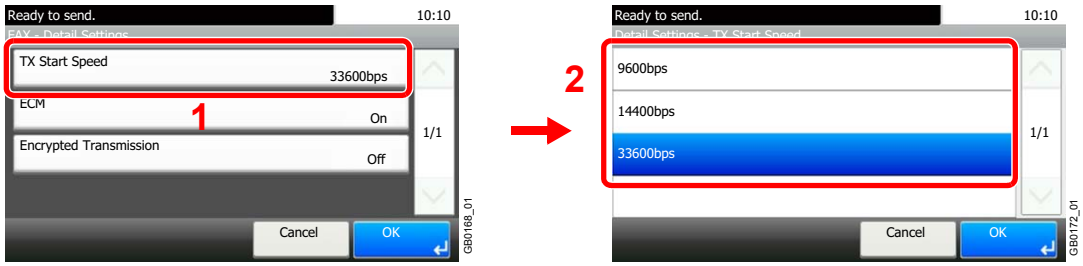
7 Select transmission settings

The transmission start speed, ECM communication, and encrypted transmission can be set.

1 Press [Detail Settings].



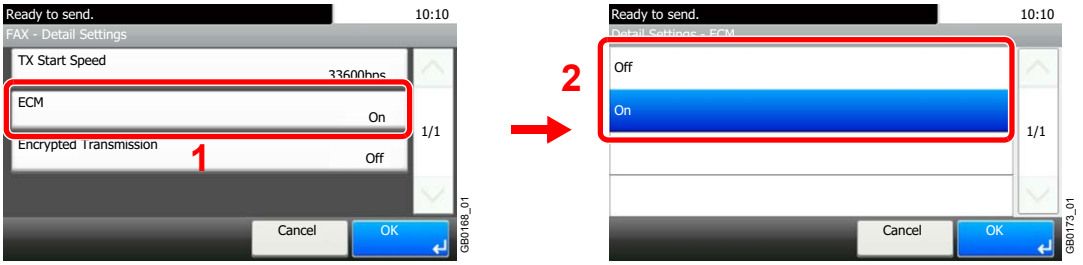
2 Configure the transmission start speed.



NOTE

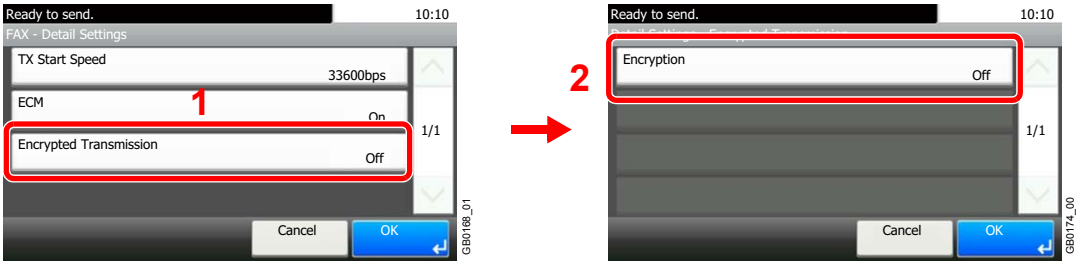
Normally the default setting should be used.

3 Turn on ECM communication.



ECM (error correction mode) is a function to automatically resend an image that has not been correctly sent or received due to the effects of noise on the telephone line during transmission.

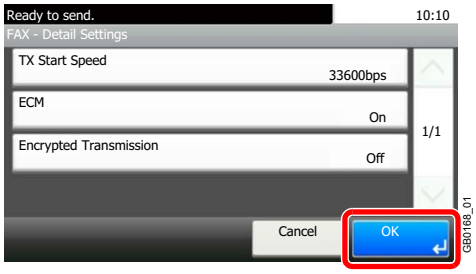
4 Turn on encrypted transmission.



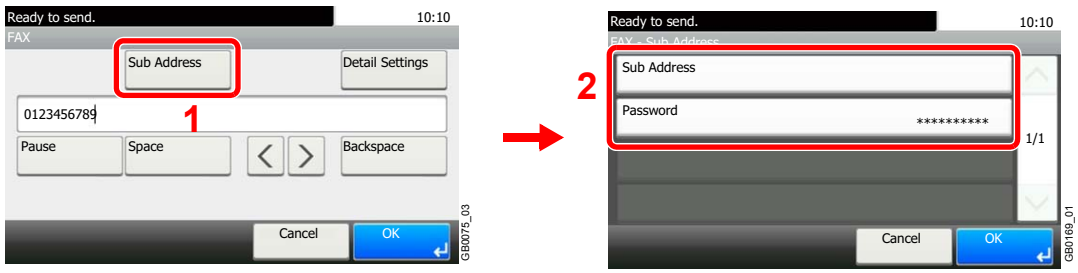
To use encrypted communication for transmission, turn on encrypted transmission.

For the procedure for turning on encrypted transmission, refer to *Encryption on page 6-36*.

5 Press [OK].



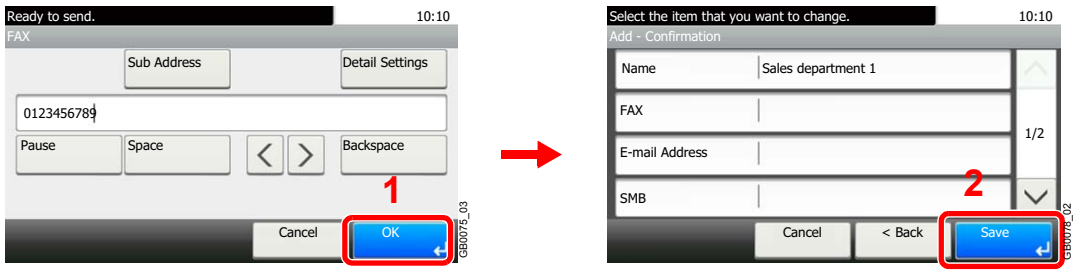
8 Set a sub address.



To use sub address communication, a sub address and password must be registered.

For the procedure for setting a sub address, refer to *Sub Address Transmission on page 6-23*.

9 Register the destination.



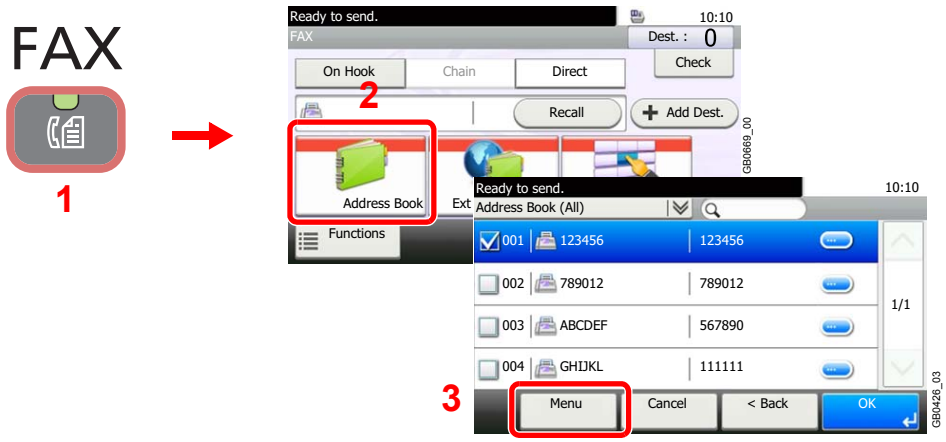
Adding a Group

Compile two or more contacts into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 50 groups can be added in the Address Book.
Before adding a group in the Address Book, the contacts to be included in the group must be added first.

NOTE
If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

Designations in the group can also be registered in the system menu.

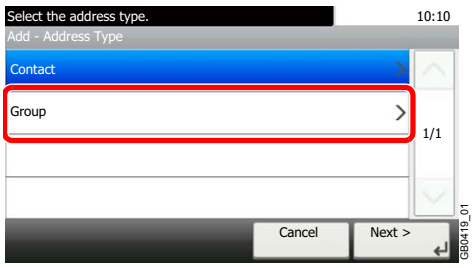
1 Display the screen.



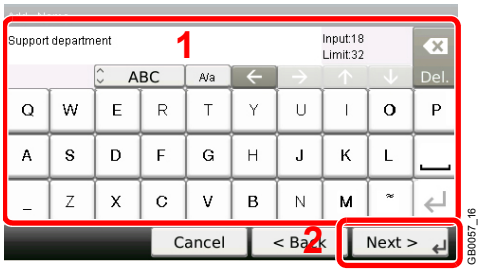
2 Adds a new destination.

Use [∨] or [∧] to scroll up and down.

3 Select the registration method.



4 Enter the group name.



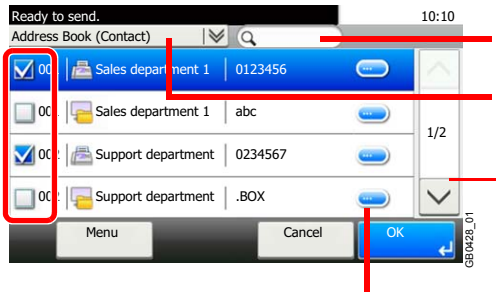
Up to 32 characters can be entered.

For details on character entry, refer to *Character Entry Method on page 11-2*.

5 Select the members (destinations).

1 Display the screen.

2 Press the checkbox to select the desired destination from the list. The selected destinations are indicated by a checkmark in the check box.



Searches by destination name.

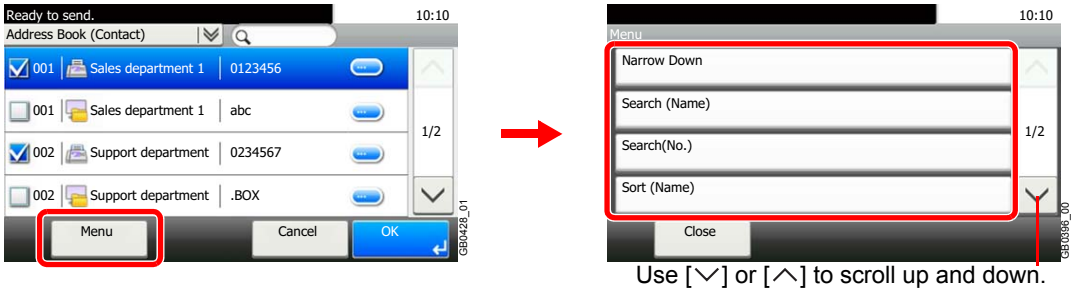
Advanced search by type of registered destination (E-mail, Folder (SMB/FTP) or FAX).

Use [∨] or [∧] to scroll up and down.

Displays details for individual destinations.

You can specify a destination by address number by pressing the **Quick No. Search** key.

You can also press [Menu] to perform a more detailed search.



Use [∨] or [∧] to scroll up and down.

Narrow Down: Advanced search by type of registered destination (E-mail, Folder (SMB/FTP) or FAX).

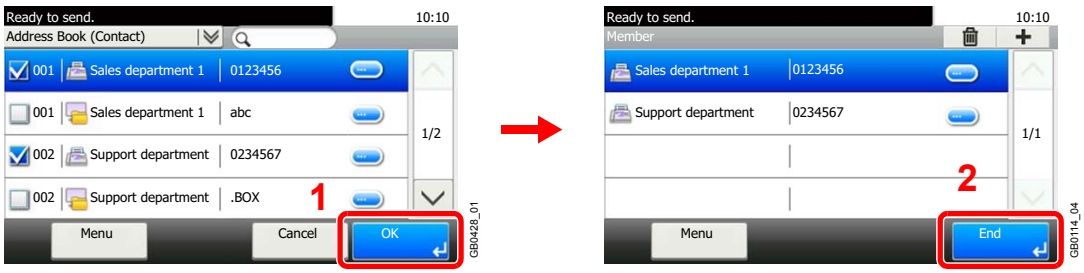
Search (Name) and *Search (No.)*: Searches by destination name or address number.

Sort (Name) and *Sort (No.)*: Sorts the list by destination name or address number.

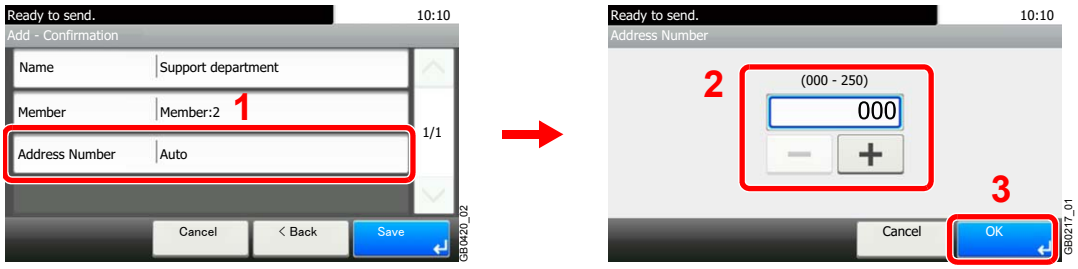
NOTE

To cancel a selection, press the corresponding checkbox to clear the check mark.

6 Accept the members.



7 Enter the address number.

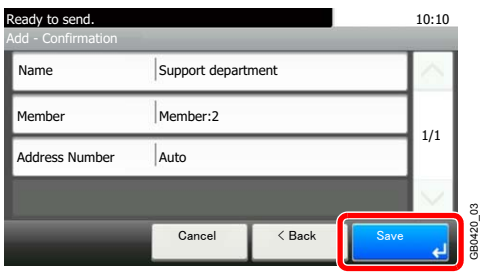


Press [+], [-] to enter a particular Address Number (1-250).

Address Number is an ID for a destination. You can select any available number out of 200 numbers for contacts and 50 numbers for groups.

If you set “000” as the address number, the address is registered under the lowest available number.

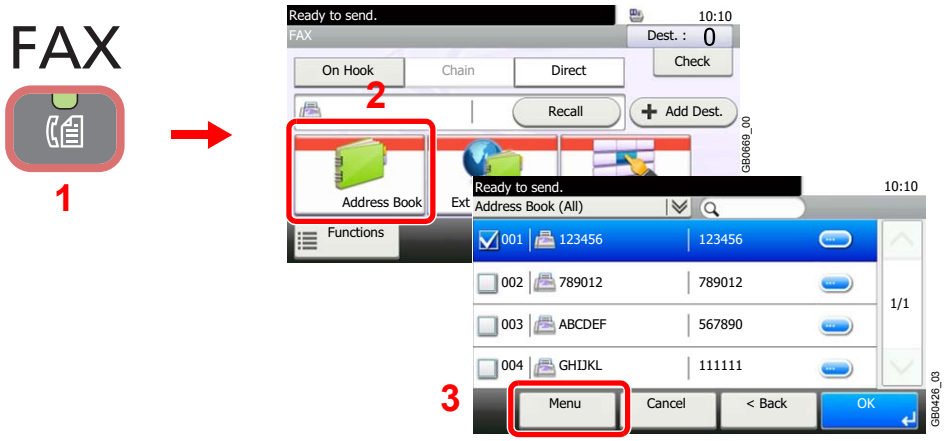
8 Register the group.



Editing and Deleting Address Book Entries

Edit and delete the destinations (contacts) you added to the Address Book.

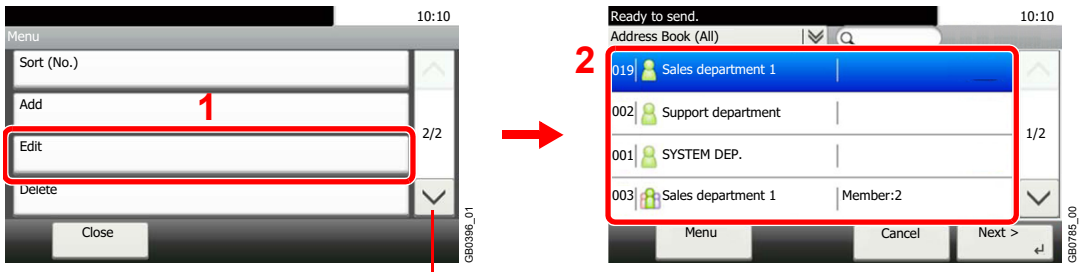
1 Display the screen.



2 Edit or delete the destination.

To edit the destination

1

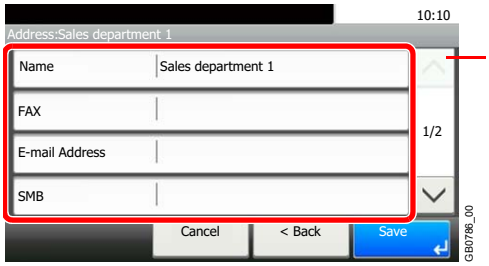


Use [∨] or [∧] to scroll up and down.

Select the destination (contacts) or group to edit.

You can specify a destination by address number by pressing the **Quick No. Search** key.

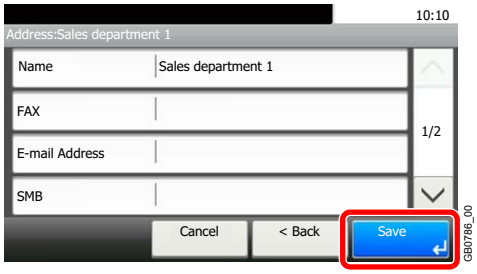
2



Use [∨] or [∧] to scroll up and down.

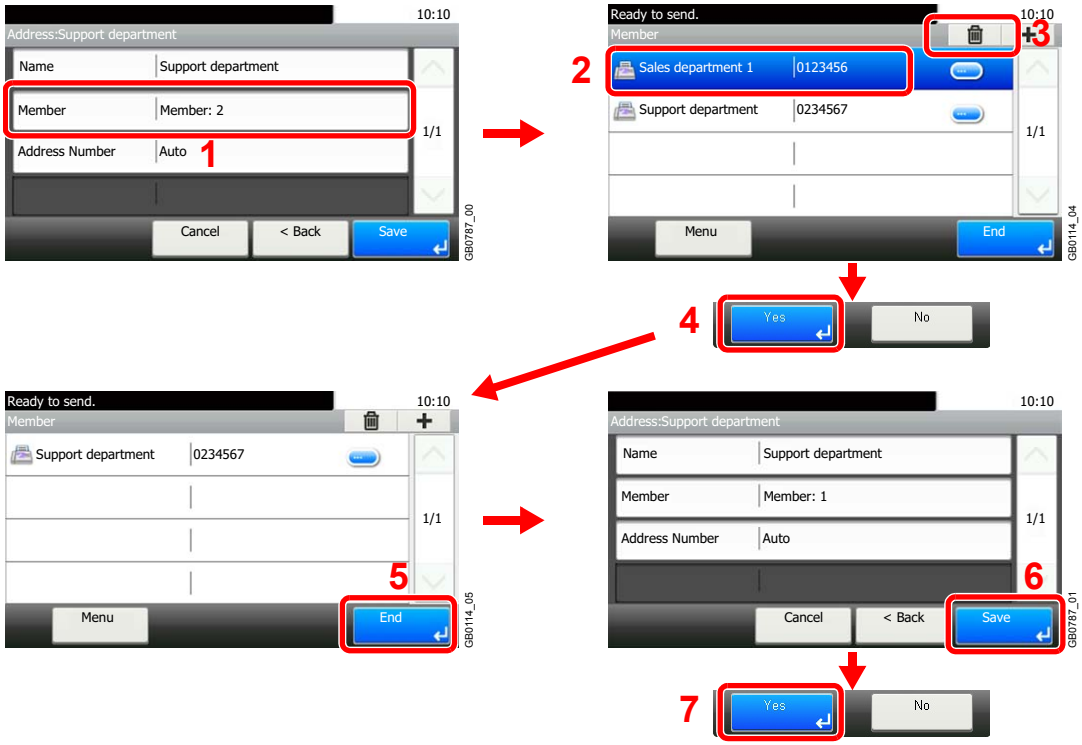
Change the information as needed by pressing the item in question.

3

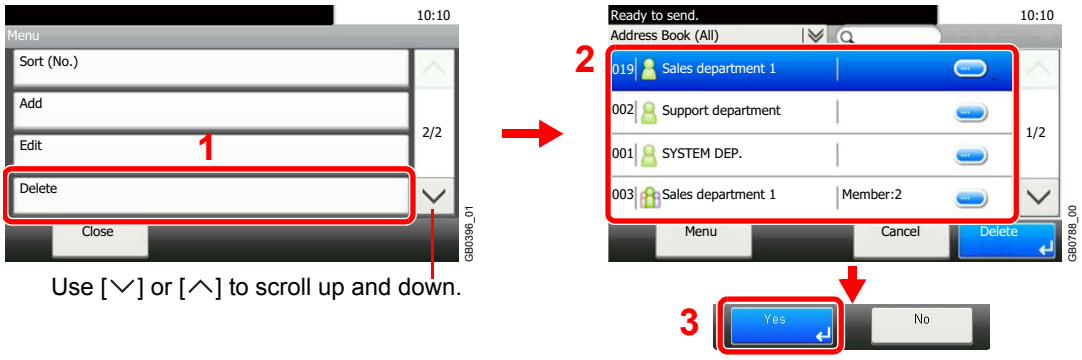


To delete a member (group)

To delete a member from a group, select the destination you wish to delete and press [(Delete)] (the trash can icon).



To delete



Use [∨] or [∧] to scroll up and down.

Select the destination (contacts) or group to delete.

Printing Address List

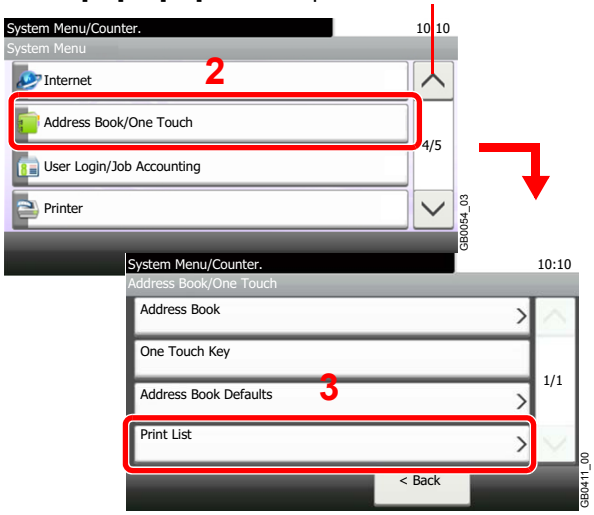
You can print the list of destinations registered in the Address Book.

You can sort the list in the order of index or address numbers of the destinations.

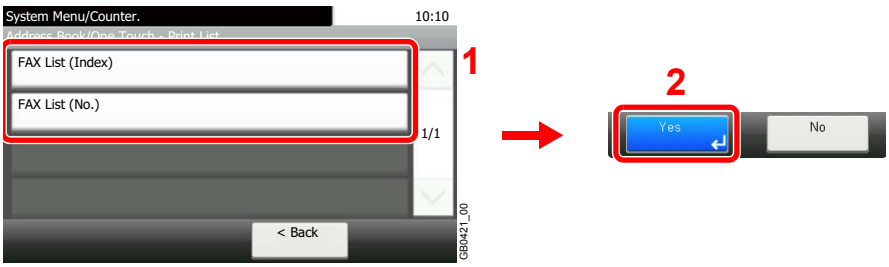
1 Display the screen.

◈ System Menu / Counter

Use [∨] or [∧] to scroll up and down.



2 Print



Select [FAX List (Index)] or [FAX List (No.)].

Adding a Destination on One Touch Key

Add a new destination (contact or group) on One Touch Key.

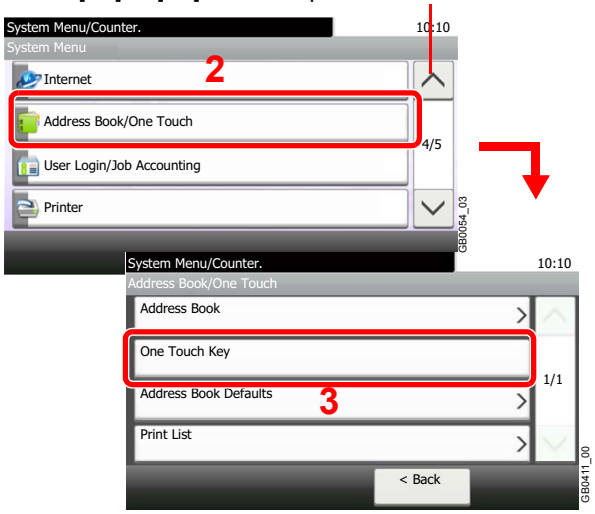
Adding a Destination

Add a new destination (contact or group). A maximum of 100 destinations can be registered.
To register a destination to a One Touch Key, it must first be registered in the Address Book. Register one or more destinations as needed before proceeding.

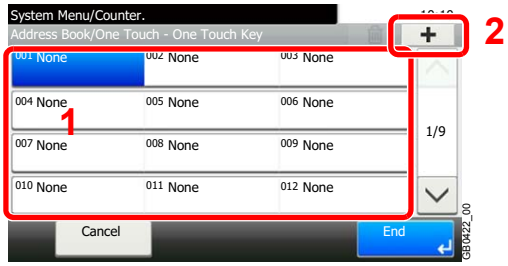
1 Display the screen.

System Menu / Counter

Use [∨] or [∧] to scroll up and down.

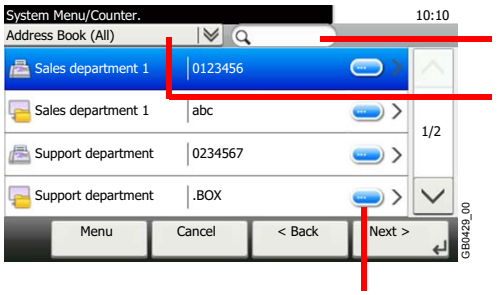


2 Add a One-Touch Key.



Press the One-Touch key to be added and press [+].

3 Select the destinations.



Searches by destination name.

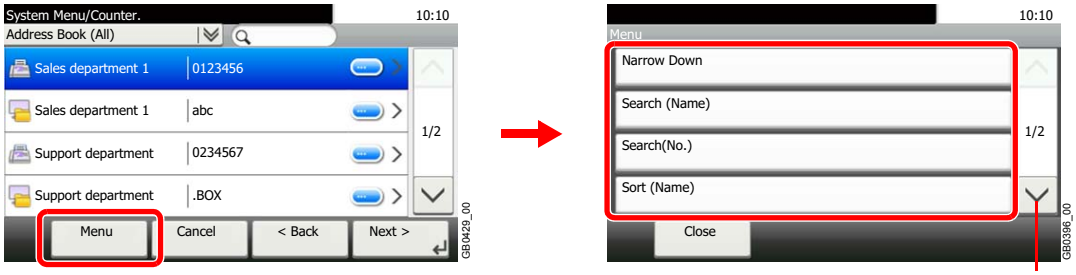
Advanced search by type of registered destination (E-mail, Folder (SMB/FTP) or FAX).

Displays details for individual destinations.

Select one destination (contact or group) from the Address Book.

You can specify a destination by address number by pressing the **Quick No. Search** key.

You can also press [Menu] to perform a more detailed search.



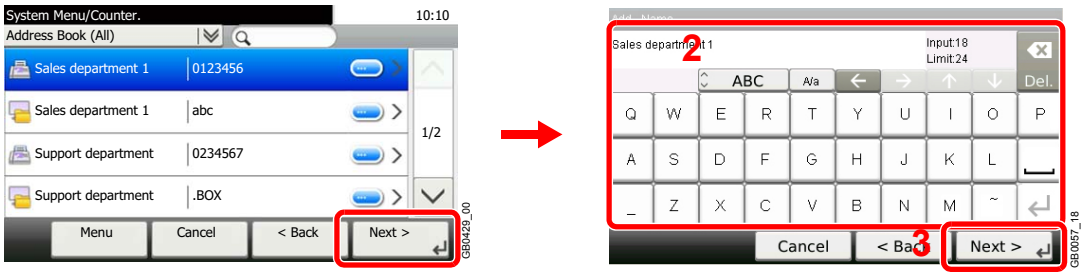
Use [∨] or [∧] to scroll up and down.

Narrow Down: Advanced search by type of registered destination (E-mail, Folder (SMB/FTP) or FAX).

Search (Name) and *Search (No.)*: Searches by destination name or address number.

Sort (Name) and *Sort (No.)*: Sorts the list by destination name or address number.

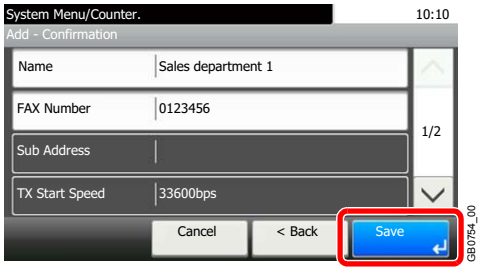
4 Enter the One Touch Key name.



Up to 24 characters can be entered.

For details on character entry, refer to *Character Entry Method on page 11-2*.

5 Register the destination.



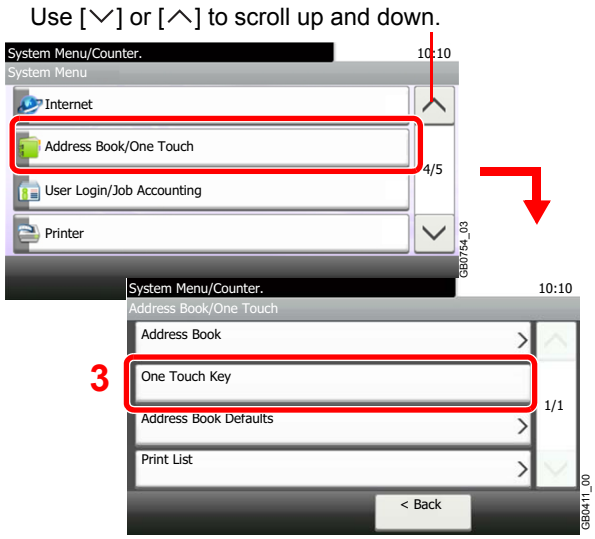
Editing and Deleting One Touch Key

Edit and delete the destinations you added to One Touch Key.

1 Display the screen.

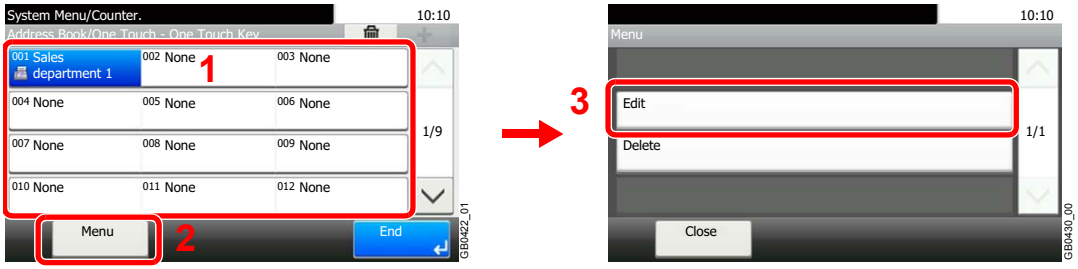
System Menu / Counter

1



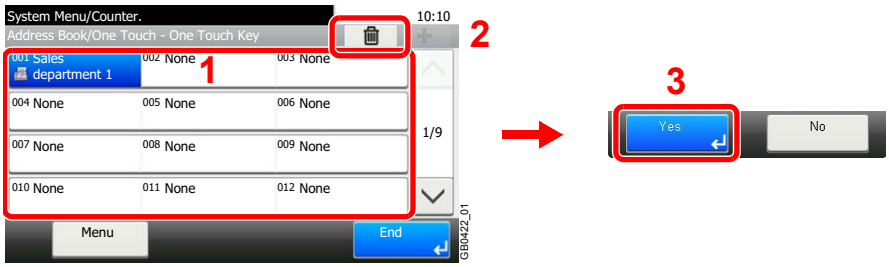
2 Edit or delete the destination.

To edit the destination



Select the One Touch Key you wish to edit and press [Menu] followed by [Edit].

To delete



Select the One Touch Key you wish to delete and press [(Delete)] (the trash can icon).

3 Methods For Entering the Destination

This chapter explains the following topics:

Entering the destination fax number with the numeric keys 3-2
Choosing from the Address Book 3-4
Choosing by One Touch Key 3-6
Using the Speed Dial key 3-7
Broadcast Transmission 3-8
Using redial 3-10
Using chain dial 3-11
Using favorites 3-13

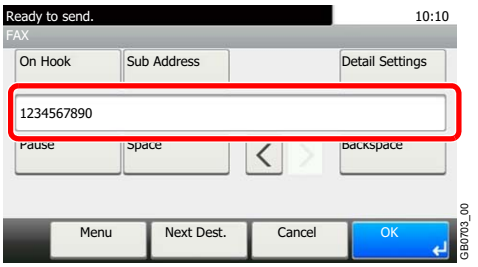
Entering the destination fax number with the numeric keys

The procedure for entering the destination fax number with the numeric keys is explained below.

1 Display the fax number entry screen.

Pressing the number with the numeric keys changes the screen to the fax number entry screen.

2 Enter the fax number of the receiving system.

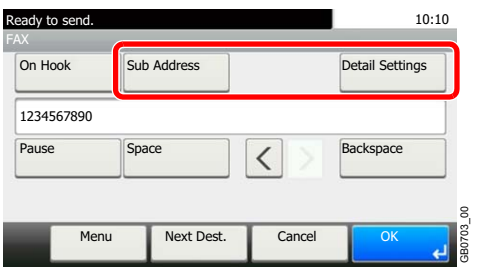


Key	Description
Pause	Pressing this key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.
Space	Enters a space.
◁ ▷	Moves the cursor.
Backspace	To correct the fax number, press [Backspace] on the touch panel, and delete the digits one by one before reentering the fax number. To delete the number entirely, press the **Clear** key on the operation panel.

Enter the fax number of the receiving system using the numeric keys.

Up to 64 digits can be entered as the fax number of the receiving system.

3 Select transmission settings.



Key		Description
Sub Address		To communicate using the sub address, press this key. For details, refer to *Sub Address Transmission on page 6-23*.
Detail Settings	TX Start Speed	To change the transmission start speed, press this key. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps.
	ECM	ECM (error correction mode) is a function to automatically resend an image that has not been correctly sent or received due to the effects of noise on the telephone line during transmission.
	Encrypted Transmission	To send faxes using encryption, press this key. For details, refer to *Encryption on page 6-36*.

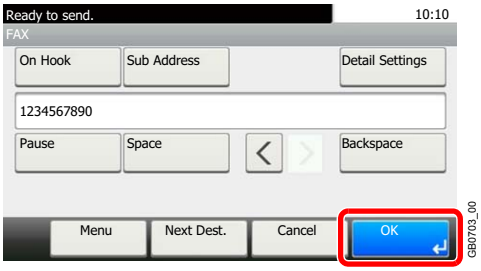
NOTE

Press [On Hook] to connect to the telephone line.

When the FAX number has been entered, the machine starts dialing to the receiving system.

After pressing this key, you can dial the number of the receiving system using the numeric keys. For details, refer to *Manual Send on page 4-14*.

4 Press [OK].



Entry of the destination finishes.

NOTE

When *On* is selected in *Entry Check for New Dest.*, a confirmation screen is displayed for the entered FAX number. Re-enter the same FAX number and press [OK]. For details, refer to *Entry Check for New Dest.* in the *Operation Guide* for the machine.

Press [Next Dest.] to enter the next fax number. For details, refer to *Broadcast Transmission on page 3-8*.

In addition to a fax, you can include e-mail transmission and folder (SMB/FTP) transmission to send as one job. For details, refer to the machine's *Operation Guide*.

Choosing from the Address Book

Select a destination registered in the Address Book.

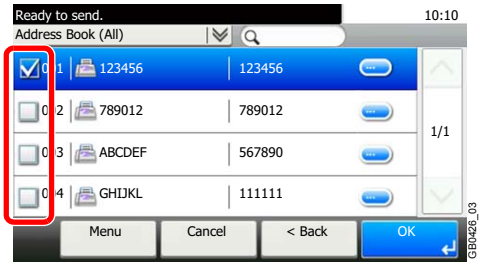
NOTE

For more information about how to register destinations in the Address Book, refer to *Registering Destinations in the Address Book on page 2-2*.

For details on the external address book, refer to *Embedded Web Server RX User Guide*.

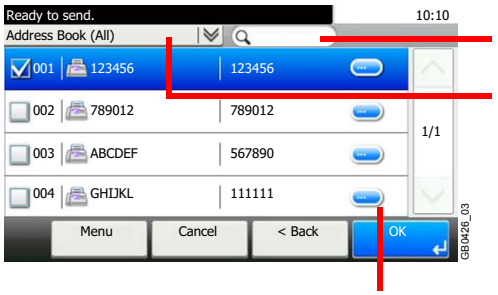
1 Display the screen.

2 Select the destination.



Press the checkbox to select the desired destination from the list. The selected destinations are indicated by a checkmark in the check box.

Destination Search



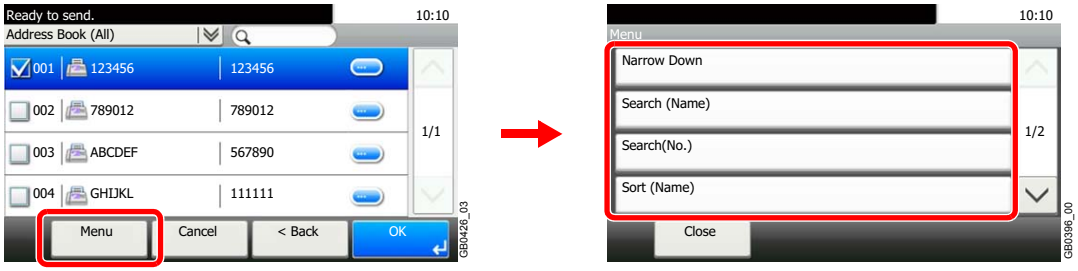
Searches by destination name.

Advanced search by type of registered destination (All, FAX or Group).

Displays details for individual destinations.

You can specify a destination by address number by pressing the **Quick No. Search** key.

You can also press [Menu] to perform a more detailed search.



Narrow Down: Advanced search by type of registered destination (All, FAX or Group).

Search (Name) and *Search (No.)*: Searches by destination name or address number.

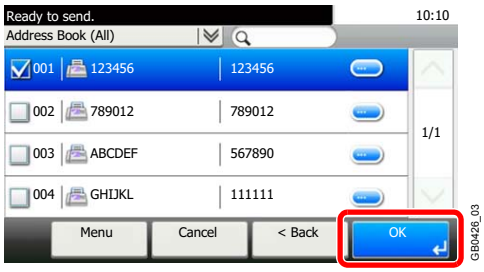
Sort (Name) and *Sort (No.)*: Sorts the list by destination name or address number.

NOTE

You may choose multiple destinations.

To cancel a selection, press the corresponding checkbox to clear the check mark.

3 Accept the destinations.

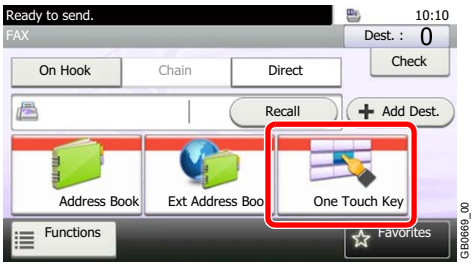


Choosing by One Touch Key

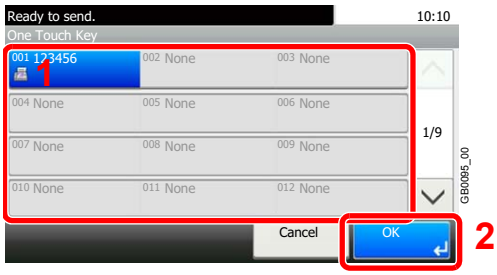
Select the destination using the One Touch Keys.

NOTE
For more information on adding One Touch keys, refer to *Adding a Destination on One Touch Key on page 2-12*.

1 Display the screen.



2 Select the destination.



Press the One Touch Keys where the destination is registered.

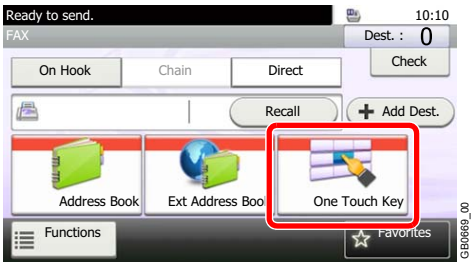
You can specify a one-touch key by one-touch number by pressing the **Quick No. Search** key.

Using the Speed Dial key

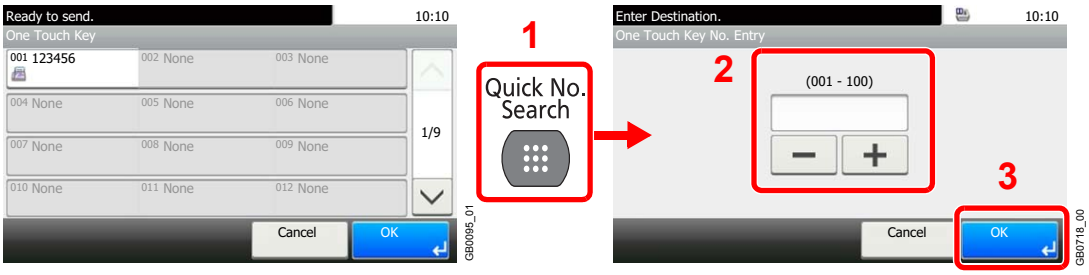
You can designate a three-digit (001 to 100) One-touch key number (speed dial) to select the destination.

NOTE
For more information on adding One Touch keys, refer to *Adding a Destination on One Touch Key on page 2-12*.

1 Display the screen.

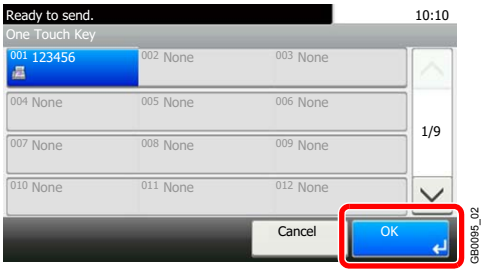


2 Enter a speed dial number.



Enter the one-touch key number (speed dial number) with the numeric keys. The entered destination is selected.

3 Accept the destinations.



Broadcast Transmission

This function allows you to send the same originals to several destinations in one operation. The machine stores (memorizes) originals to send in memory temporarily, and automatically repeats dialing and transmission to the set destination afterwards.

NOTE

When using a group for the destination, you can send originals to up to 100 destinations in one operation.

You can use this function together with sub address communication and delayed transmission.

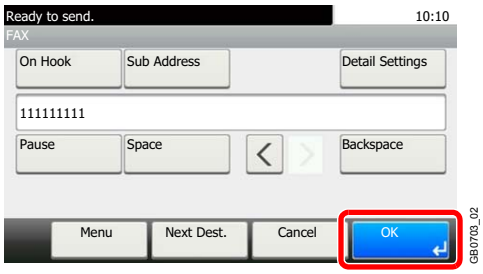
When direct transmission has been selected, it changes to memory transmission at the time of transmission.

Enter the fax number

1 Add a destination.

Press [Add Dest]. and enter the fax number with the numeric keys. To enter another fax number, press [Next Dest.].

2 Press [OK].



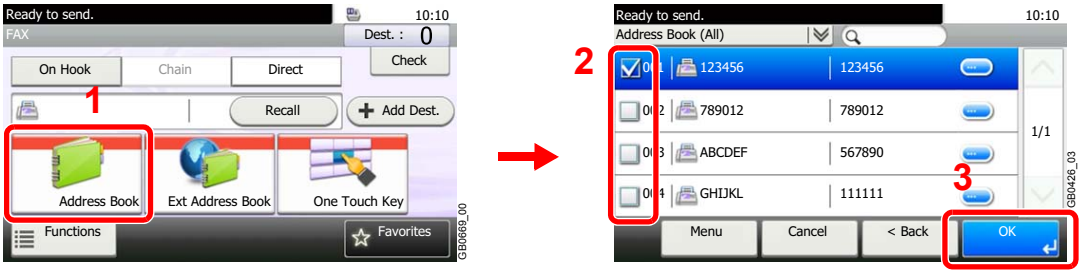
When all destinations have been entered, press [OK].

NOTE

When *On* is selected in *Entry Check for New Dest.*, a confirmation screen is displayed for the entered FAX number. Re-enter the same FAX number and press [OK]. For details, refer to *Entry Check for New Dest.* in the *Operation Guide* for the machine.

Select the destination from the Address Book

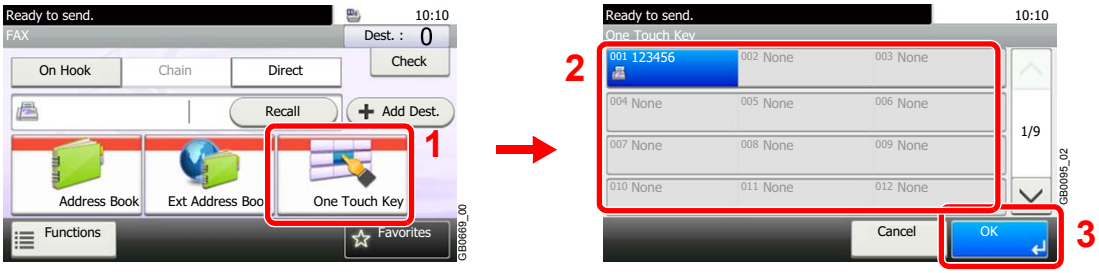
1 Select the destination.



Select the checkboxes of all destinations and press [OK].

Select the destination from the One-touch keys

1 Select the destination.

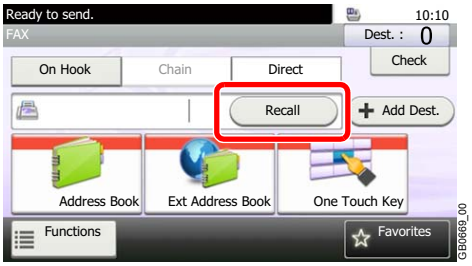


Select all destinations and press [OK].

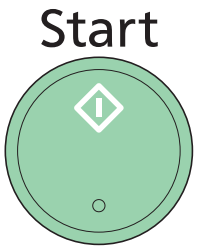
Using redial

Redial is a function allowing you to dial the last entered number once again.
Use this when the receiving system does not respond when you have tried to send a fax. When you want to send the fax to the same receiving system, press [Recall], and you can call the receiving system you dialed on the destination list.

1 Press [Recall].



2 Press the Start key.



The transmission will start.

NOTE

Recall information is canceled in the following conditions.

- When you turn the power off
- When you send a next fax (new recall information is registered)
- When you log out

Using chain dial

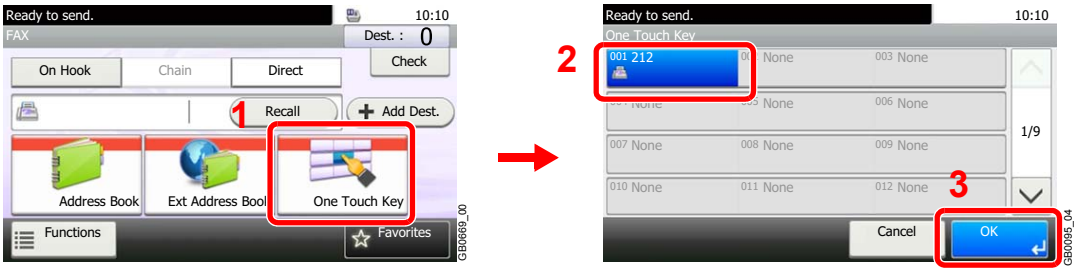
Chain dial is a function that allows you to dial by linking fax numbers of the receiving systems with a chain number created with a number common to several destinations.
By setting multiple phone numbers from several telephone companies to a chain number, you can later choose the one that costs the least to send the fax to a remote or international destination.

NOTE
You can use the chain number at the head of the fax number of the receiving system.

It is convenient to register chain numbers that are used frequently to the Address Book or One-touch keys.
For registration to the Address Book, refer to *Registering Destinations in the Address Book on page 2-2*.
For registration to One touch keys, refer to *Adding a Destination on One Touch Key on page 2-12*.

As an example, when using '212' as the chain number

1 Select the chain dial number

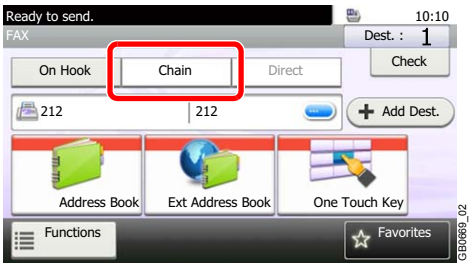


To use a one-touch key, select the destination in which "212"is registered.

NOTE
To use the Address Book, select the destination in which "212" is registered as explained in *Choosing from the Address Book on page 3-4*.

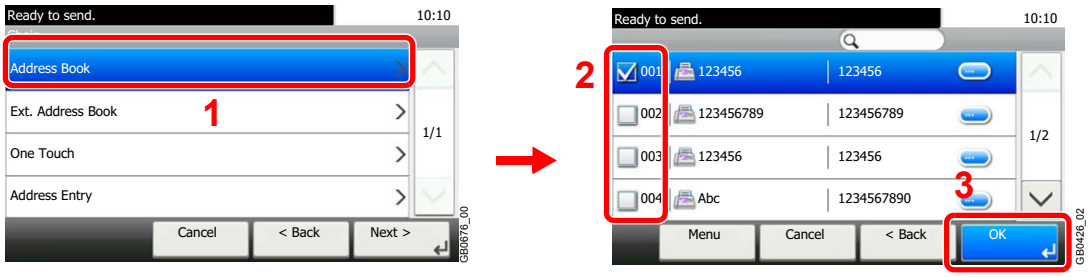
To enter using the numeric keys, press [Add Dest.], enter "212", and press [OK].

2 Press [Chain].



3 Enter the fax number to be added to the chain number.

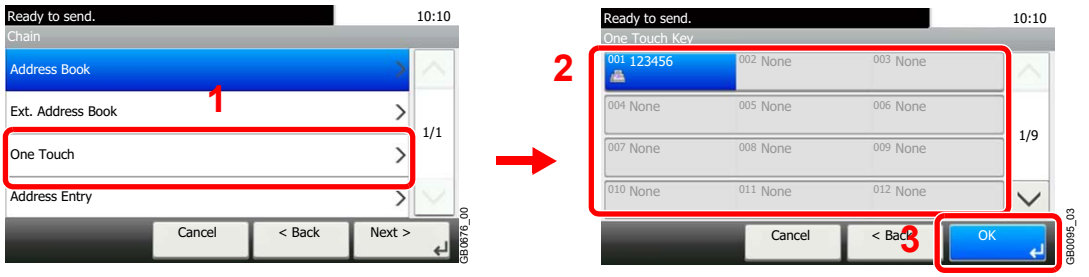
Select fax number from the Address Book



Multiple destinations can be selected. When [OK] is pressed, "212" is automatically added to all destinations.

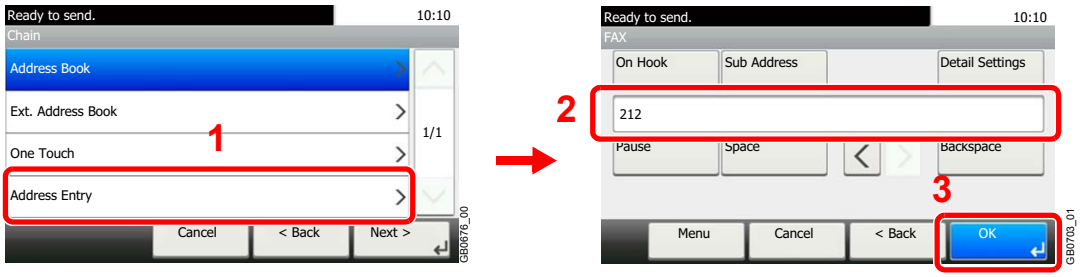
For the procedure for selecting a destination in the address book, refer to *Choosing from the Address Book on page 3-4*.

Select fax number from One-touch key



Multiple destinations can be selected. When [OK] is pressed, "212" is automatically added to all destinations.

Use the numeric keys to enter a fax number



"212" is already entered, so continue by entering the fax number. To enter another destination, press [Menu] and then [Next Destination]. When all destinations have been entered, press [OK].

NOTE

When *On* is selected in *Entry Check for New Dest.*, a confirmation screen is displayed for the entered FAX number. Re-enter the same FAX number and press [OK]. For details, refer to *Entry Check for New Dest.* in the *Operation Guide* for the machine.

Using favorites

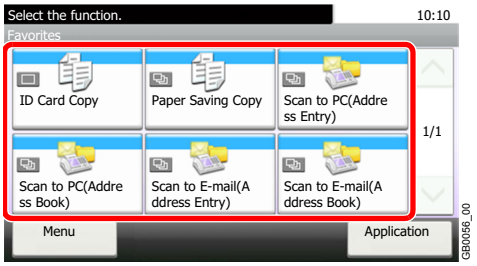
A destination, transmission time, and other transmission settings can be registered as a favorites. After a favorites has been registered, it can be opened by simply selecting it from the Favorites screen. By registering using the wizard format, you can check each setting when transmitting.

For the procedure for registering a *favorites*, refer to the machine's *Operation Guide*.

1 Display the screen.

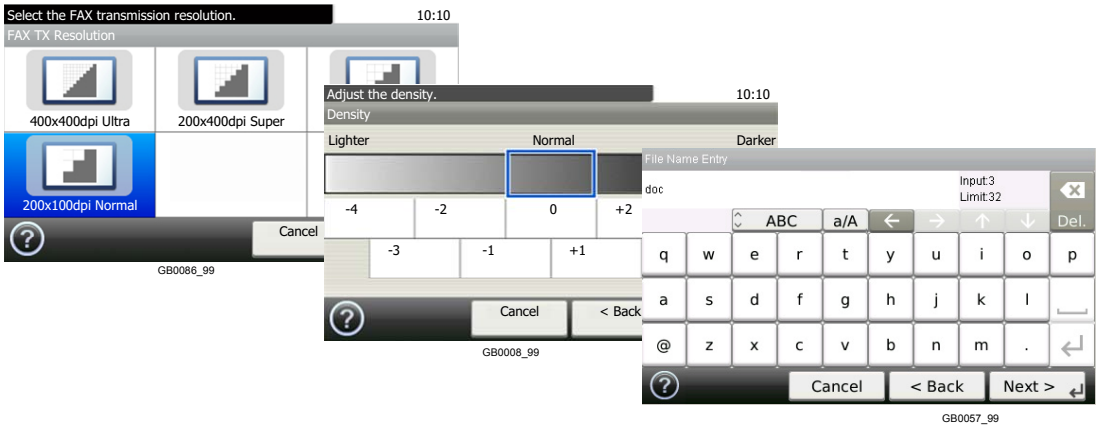
Favorites/
Application

2 Select a favorite.

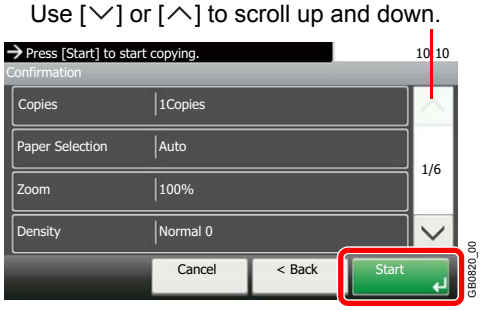


When using the wizard mode

1 The registered screens are displayed in order. Make the desired settings.



2 Confirm the settings and start the job.
Use [∨] or [∧] to scroll up and down.



NOTE
To edit the settings, press [<Back] and make changes as desired.

When using the program mode

Select a favorite to call up registered settings.

4 Sending Faxes

This chapter explains the following topics:

Basic transmission procedure 4-2
Checking the Send Status 4-3
Priority Override Send 4-4
Cancelling the Transmission 4-5
Fax transmission functions 4-7
Original scan settings 4-8
Original Size Selection 4-8
Original Orientation 4-9
Duplex 4-9
Selecting the FAX Resolution 4-10
Selecting the Density 4-11
Selection of Original Image 4-11
Continuous Scan 4-12
Direct Transmission 4-13
Cancelling Direct Transmission 4-13
Manual Send 4-14
Delayed Transmission 4-15
Cancelling and Sending Delayed Transmissions (Queued) 4-17
Standby Transmission 4-18
Interrupt Send 4-19
Job Finish Notice 4-20
File Name 4-21

Basic transmission procedure

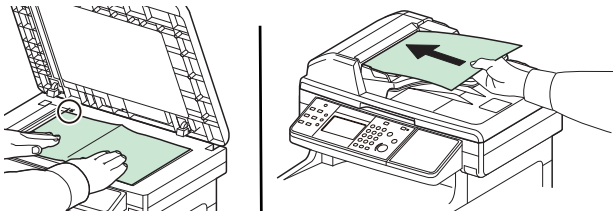
The basic procedure for using the fax system is explained below.

1 Press the FAX key

The base screen for fax appears.

NOTE
If the touch panel is turned off, press the **Energy Saver** key and wait for the machine to warm up.

2 Place the originals



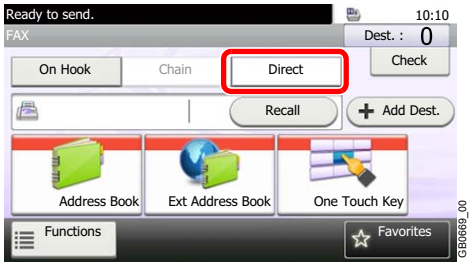
Refer to the machine's *Operation Guide* for placing originals.

3 Specifying destination

Specify the transmission destination.

For details, refer to *Methods For Entering the Destination on page 3-1*.

4 Select the transmission method



There are two transmission methods: memory transmission and direct transmission.

Memory transmission: The original is scanned into memory before communication starts. Memory transmission is selected by default.

Direct transmission: The destination is dialed and communication starts before the original is scanned.

Press [Direct] to change the transmission method to direct transmission. The key will be highlighted on the touch panel. If the [Direct] is pressed in the highlighted state, the transmission method will change to memory transmission.

For details, refer to *Direct Transmission on page 4-13*.

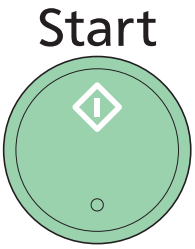
5 Selecting the functions

Set functions such as the scanning density and fax resolution.

Press [Function Menu] to display all the functions.

For details, refer to *Fax transmission functions on page 4-7*.

6 Send Start



When scanning finishes, transmission starts.

When originals are placed in the document processor

After originals placed in the document processor are scanned and stored in the memory, the receiving system is dialed.

When originals are placed on the glass surface

After originals placed on the glass surface are scanned and stored in the memory, the receiving system is dialed.

NOTE

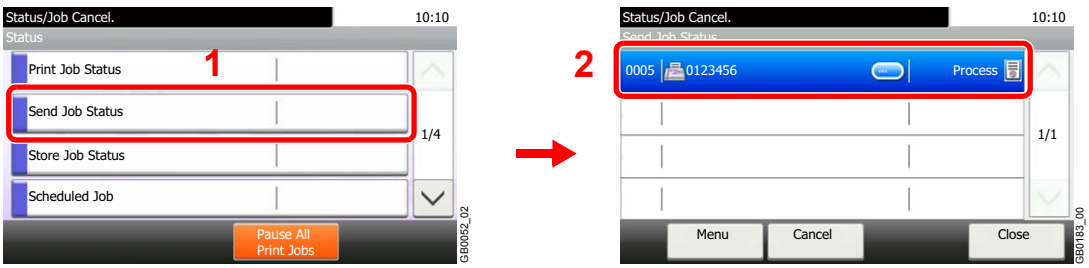
When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been stored in memory. Every time one page is scanned, you perform an operation to allow continued scanning, and after all the originals have been stored in memory, the receiving system is dialed.

For details, refer to *Continuous Scan on page 4-12*.

Checking the Send Status

1 Press the Status/Job Cancel key.

2 Display the send job status screen.



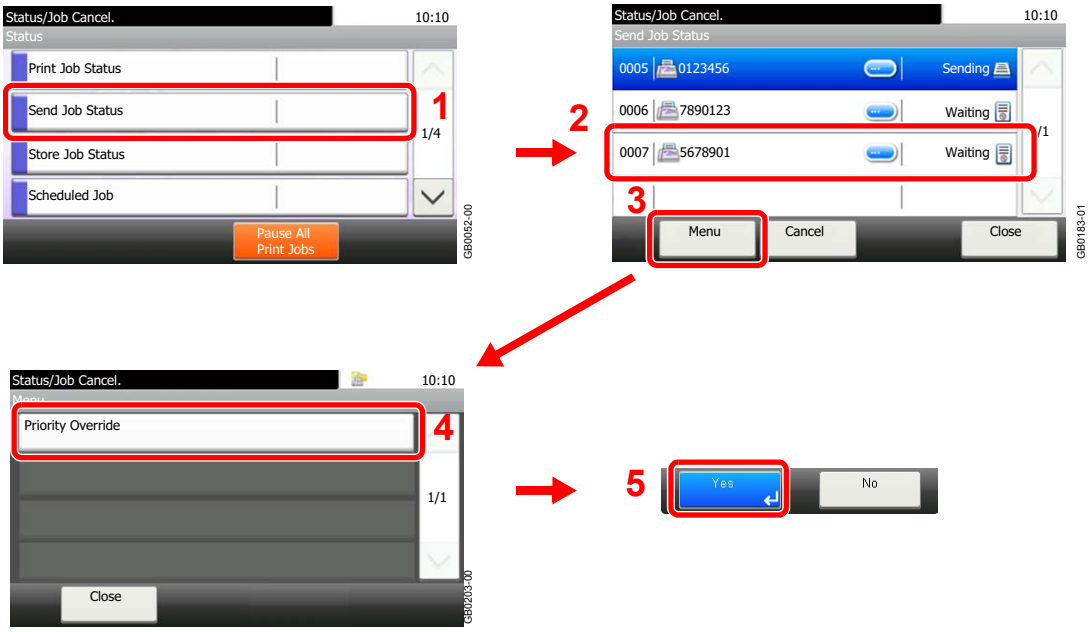
The list of accepted time, destination, and status are displayed for each job.

Priority Override Send

A fax job waiting to be sent can be sent by priority override.

1 **Press the Status/Job Cancel key.**

2 **Select the job to be sent by priority override.**



Select the fax job to be sent by priority override and press [Menu] and then [Priority Override].

Press [Yes]. The selected fax job is sent by priority override and other fax jobs are moved down in the transmission queue.

NOTE

If a fax job is in progress, the priority override fax job will be sent after the job in progress is completed.

If a broadcast transmission job is in progress...

If a fax job to multiple destinations (broadcast transmission) is in progress, the priority override job will be sent when transmission to the current destination is completed. When the priority override job is completed, transmission to the remaining destinations will resume.

However, if the priority override job is a broadcast transmission, the priority override job will not start until the current broadcast transmission job is finished.

Cancelling the Transmission

The method for cancelling communication with this machine differs depending on the transmission method (memory transmission or direct transmission) and communication form. Methods of cancelling in various cases are explained here.

Cancelling Memory Transmission (while originals are being scanned)

1 Press the Stop key.

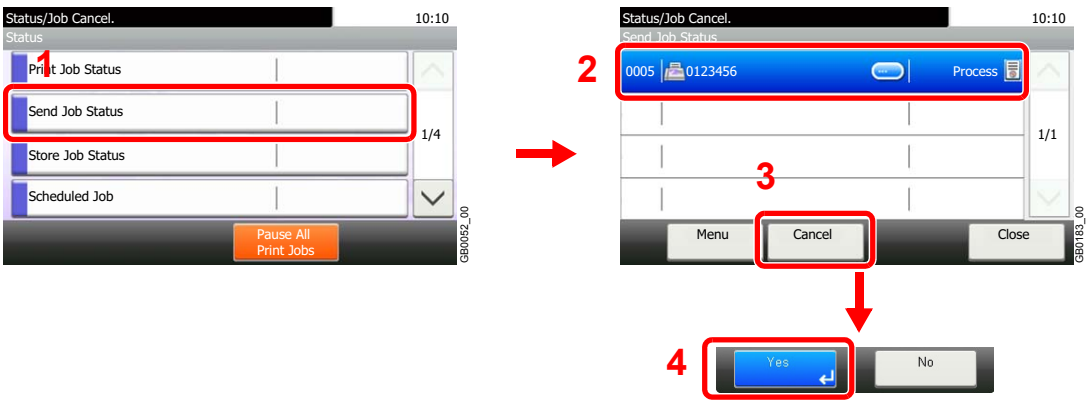
During memory transmission, to cancel scanning while originals are being scanned, press the **Stop** key on the operation panel, or press [Cancel] on the touch panel.

Scanning of originals is canceled, and the originals are ejected. When originals remain in the document processor, take them out from the original output table.

Cancelling Memory Transmission (during communication)

1 Press the Status/Job Cancel key.

2 Canceling Transmission



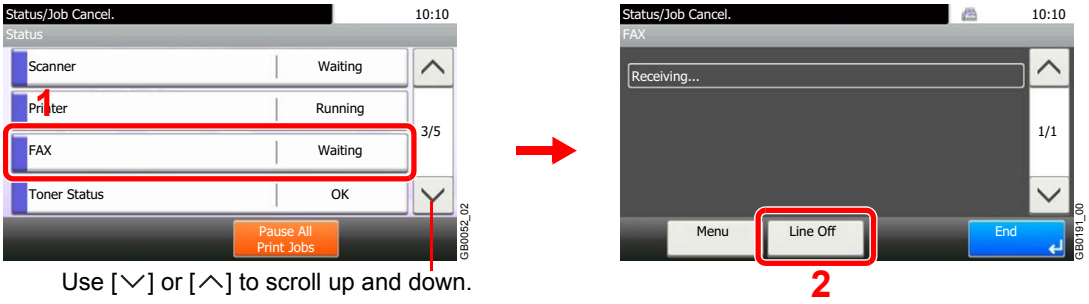
Select the transmission job that you want to cancel and press [Cancel]. Select [Yes] to cancel the transmission.

Cancelling Transmission (during communication)

Follow this procedure to break the connection and stop transmission/reception.

1 Press the Status/Job Cancel key.

2 Disconnection of communication.



Use [∨] or [∧] to scroll up and down.

When communication is disconnected, transmission stops.

NOTE

To cancel direct transmission, delayed transmission, or polling transmission, refer to the section for that function.

To cancel direct transmission, refer to *Cancelling Direct Transmission on page 4-13*.

To cancel a delayed transmission or send a fax by immediate transmission, refer to *Cancelling and Sending Delayed Transmissions (Queued) on page 4-17*.

To cancel polling transmission, refer to *Polling Communication on page 6-26*.

Fax transmission functions

Functions frequently used for transmission are shown at the bottom of the transmission screen. To show other functions, press [Functions]. Use [▼] or [▲] to select the function.

What do you want to do?	Reference Page
Specify the original size.	Original Size Selection ▶ page 4-8
Specify the correct original orientation.	Original Orientation ▶ page 4-9
Automatically scan 2-sided originals.	Duplex ▶ page 4-9
Set the resolution at which to scan originals.	Selecting the FAX Resolution ▶ page 4-10
Adjust the density.	Selecting the Density ▶ page 4-11
Select original image type for best results.	Selection of Original Image ▶ page 4-11
Scan a large number of originals separately and then produce as one job.	Continuous Scan ▶ page 4-12
Add a file name to the job to easily check its status.	File Name ▶ page 4-21
Send notice by e-mail when a job is complete.	Job Finish Notice ▶ page 4-20
Specify a time for transmission.	Delayed Transmission ▶ page 4-15
Connect to the destination first and then scan the original.	Direct Transmission ▶ page 4-13
Set up another transmission while communication is taking place.	Standby Transmission ▶ page 4-18
Interrupt transmission and send another original.	Interrupt Send ▶ page 4-19
Send an original using a sub address.	Sub Address Transmission ▶ page 6-23
Initiate reception of a fax by controlling the receiving machine.	Polling Communication ▶ page 6-26
Encrypt an original to send it safely.	Encryption ▶ page 6-36
Specify whether a transmission result report is printed when you perform a transmission job.	FAX TX Report ▶ page 8-5

Original scan settings

Original Size Selection

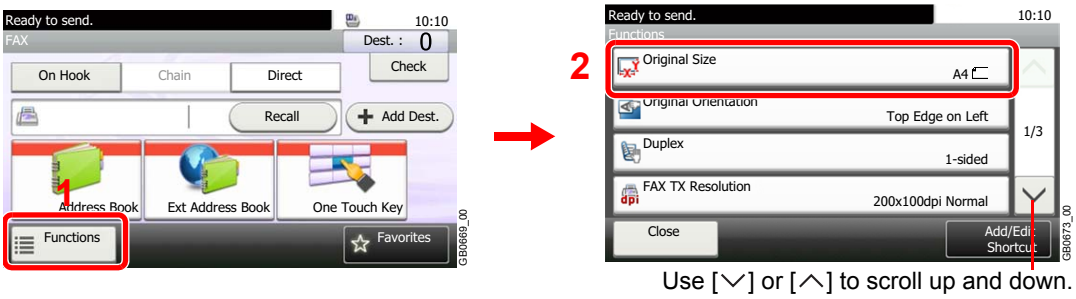
Specify the original size to be scanned.

Metric	Select from A4, A5, A6, B5, B6, Folio, or 216 × 340 mm.
Inch	Select from Letter, Legal, Statement, Executive, or Oficio II.
Others	Select from 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufukuhagaki, Youkei 4, Youkei 2, or Custom*

* For instructions on how to specify the custom original size, refer to the machine's *Operation Guide*.

NOTE
Be sure to always specify the original size when using custom size originals.

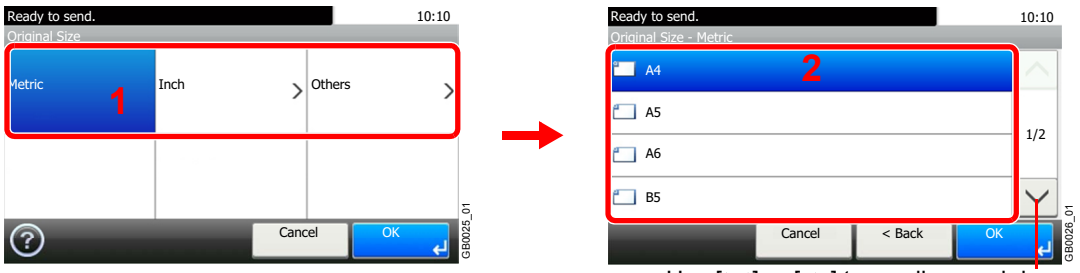
1 Display the screen.



Use [∨] or [∧] to scroll up and down.

Press [Functions] and then [Original Size].

2 Select the original size.



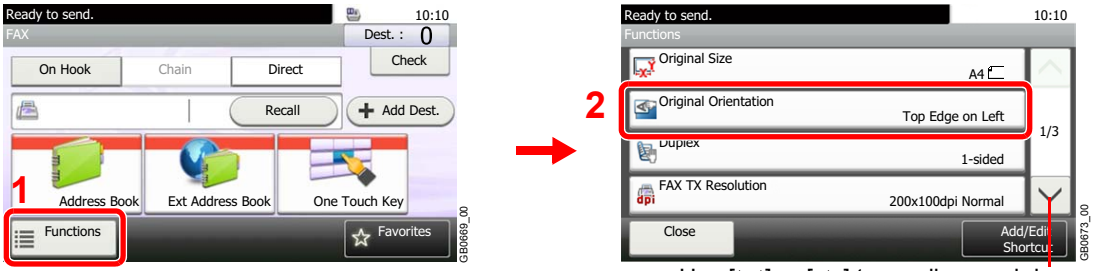
Use [∨] or [∧] to scroll up and down.

Select the original size.

Original Orientation

To scan the original in the correct orientation, specify which side of the original is the top. To set a 2-sided, the orientation of the placed original must be set.

1 Display the screen.



Use [∨] or [∧] to scroll up and down.

For details, refer to the machine's *Operation Guide*.

Duplex

Select the type and orientation of the binding based on the original.

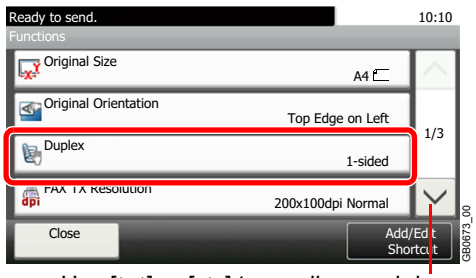
1-sided			Set when using a 1-sided sheet original.
2-sided			Set when using a 2-sided sheet original that will be bound on the left or right.
Other Settings	Duplex	1-sided	Set when using a 1-sided sheet original.
		2-sided (Binding Left/ Right)	Set when using a 2-sided sheet original that will be bound on the left or right.
		2-sided (Binding Top)	Set when using a 2-sided sheet original that will be bound at the top.
	Original Orientation*		Select the orientation of the original document top edge to scan correct direction.

* This function is not displayed when *1-sided* is selected.

NOTE

For direct transmission, you cannot use [2-sided].

1 Display the screen.



Use [∨] or [∧] to scroll up and down.

For details, refer to the machine's *Operation Guide*.

Selecting the FAX Resolution

Select fineness of images when sending FAX. The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

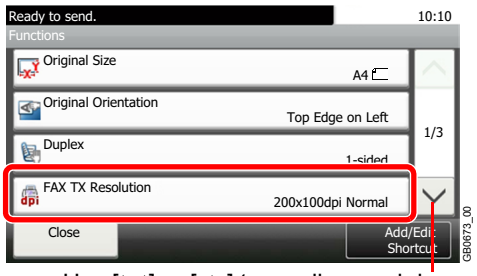
Item	Description	
200 × 100 dpi Normal	when sending originals with standard size characters	Typical character size: 10.5 point (example: Resolution Resolution)
200 × 200 dpi Fine	when sending originals with relatively small characters and thin lines	Typical character size: 8 point (example: Resolution Resolution)
200 × 400 dpi Super (Super Fine)	when sending originals with minute characters and lines	Typical character size: 6 point (example: Resolution Resolution)
400 × 400 dpi Ultra (Ultra Fine)	when sending originals with minute characters and lines more finely	Typical character size: 6 point (example: Resolution Resolution)

NOTE

The default setting is 200 × 100 dpi (Normal). The higher the resolution, the clearer the image, but the fax transmission time is longer.

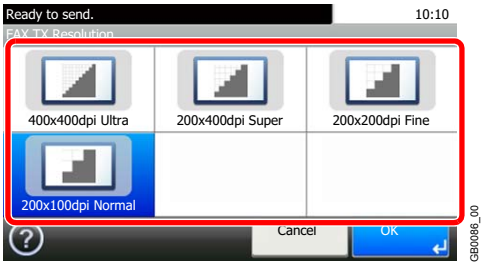
For Multi Sending, the scan resolution must to equal to or higher than the fax resolution. If the fax resolution is higher than the scan resolution, the scan resolution will automatically change to the same setting as the fax resolution.

1 Display the screen.



Use [∨] or [∧] to scroll up and down.

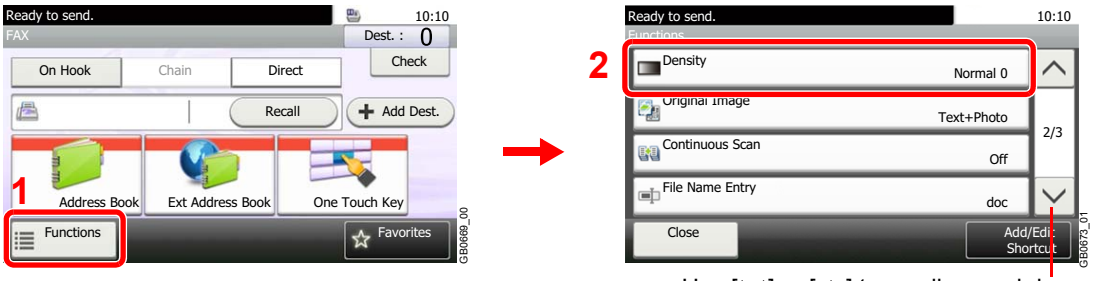
2 Select the resolution.



Selecting the Density

Adjust density using 9 levels.

1 Display the screen.



Use [∨] or [∧] to scroll up and down.

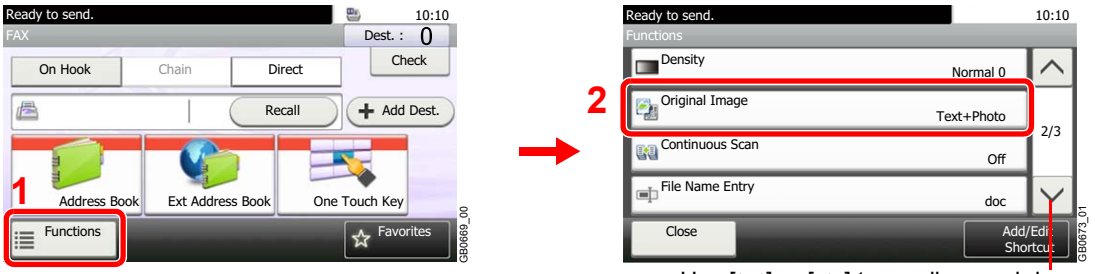
For details, refer to the machine's *Operation Guide*.

Selection of Original Image

Select original image type for best results.

Item	Description
Text +Photo	Best for originals which contain a mixture of text and photos.
Text	Sharply renders pencil text and fine lines.
Photo	Best for photographs.
Text (for OCR)	For documents to be read by OCR.

1 Display the screen.



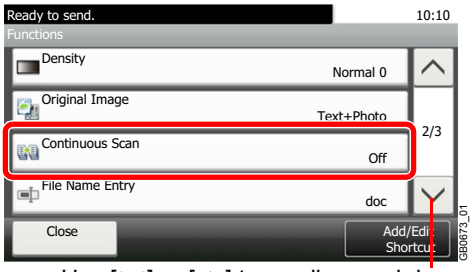
Use [∨] or [∧] to scroll up and down.

For details, refer to the machine's *Operation Guide*.

Continuous Scan

Scan a large number of originals in separate batches and then produce as one job. Originals will be scanned continuously until you press [Finish Scan].

1 Display the screen.



Use [∨] or [∧] to scroll up and down.

For details, refer to the machine's *Operation Guide*.

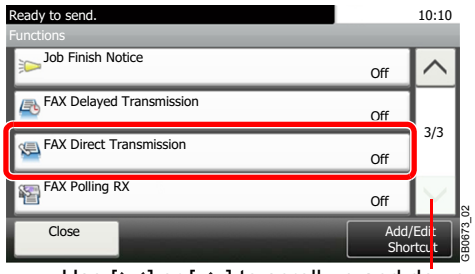
Direct Transmission

Scans all originals into memory, then dials and sends. Scanning of the originals starts after the connection is made with the receiving system, allowing you to verify that each page of the fax has been properly sent.

Setting for Direct transmission	Description
On	Starts direct transmission. Dials the receiving system, and after the communication has started, originals are scanned.
Off	Starts memory transmission. After originals are scanned into memory, the communication starts.

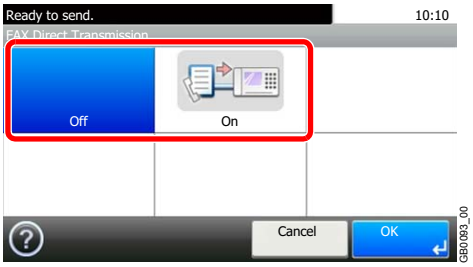
NOTE
In direct transmission, you can designate only one destination for one transmission.

1 Display the screen.

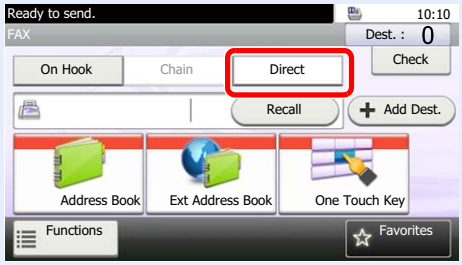


Use [∨] or [∧] to scroll up and down.

2 Configure the function.



NOTE
In the basic screen for sending, press [Direct]. This selects the direct transmission method and the keys on the touch panel are highlighted.



Cancelling Direct Transmission

During direct transmission, to cancel communication during transmission, press the **Stop** key on the operation panel or [Cancel] on the touch panel. The originals that have been scanned are ejected, and the screen returns to the send default screen. When originals remain in the document processor, take them out.

Manual Send

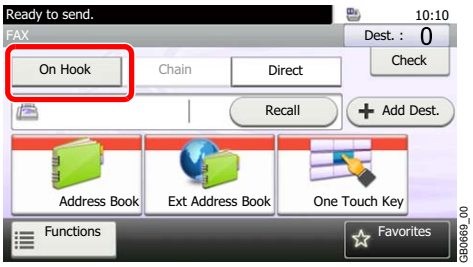
This method allows you to send originals by pressing the Start key after confirming that the telephone line has connected to the receiving system.

NOTE
Connecting a telephone set (commercially available product) to this machine enables you to talk with the person at the receiving system before sending originals.

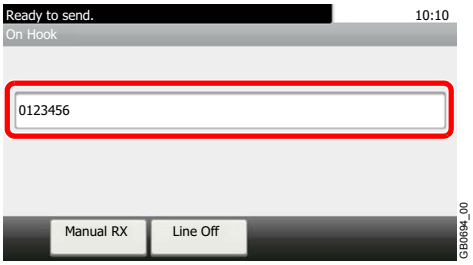
1 Press the FAX key.

2 Place the originals.

3 Press [On Hook].



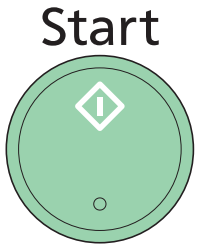
4 Dial the destination.



Use the numeric keys to enter the number of the receiving system.

NOTE
To cancel the operation, press [Line Off].

5 Press the Start key.



When you hear the fax tone, the telephone line has connected to the receiving system. Press the **Start** key. Transmission begins.

Delayed Transmission

Set a send time. You can use delayed transmission together with the broadcast transmission function, etc.

The method for sending originals to one destination after setting the start time is explained here.

IMPORTANT

If the current time displayed on the touch panel is not correct, you cannot send originals correctly at the preset time. In this case, adjust the time. For details, refer to *Setting Date and Time on page 1-10*.

NOTE

You cannot select direct transmission.

Set the time from between 00:00 and 23:59 in one-minute increments.

You can set up to 30 destinations for delayed transmission.

When two or more delayed transmissions are set for the same time, the communication will start in the order that the delayed transmissions have been set. When delayed transmissions have been set in reverse order, however, sending of originals to be sent to the same destination is prioritized over the ones to be sent to different destinations.

You can cancel a delayed transmission any time before the specified transmission time. You can also send a delayed transmission before the specified time. (Refer to *Cancelling and Sending Delayed Transmissions (Queued) on page 4-17*.)

Batch Transmission Function

When fax originals to be sent to the same destination are set to the same transmission start time with delayed transmission, you can send up to 10 groups of originals using batch transmission. This function prevents repeated communication to the same destination and reduces the communication cost.

NOTE

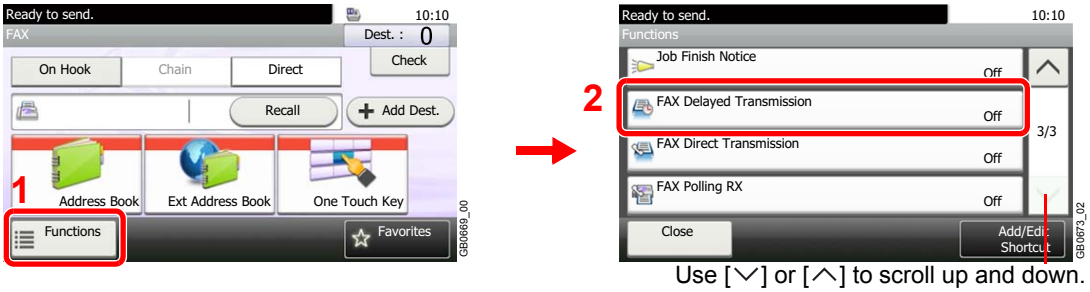
You cannot send originals as a batch transmission in the case of direct transmission.

In the case of broadcast transmission, when you have set two or more groups of originals to the same transmission start time, and each group includes the same receiving system fax number, you cannot send the originals as a batch transmission.

When the transmission start time has come, and there are fax originals waiting for redial to the same receiving system, the waiting originals are also sent together as a batch transmission.

When job accounting is ON, only the originals with the same account ID set using delayed transmission are sent as a batch transmission.

1 Display the screen.



Use [∨] or [∧] to scroll up and down.

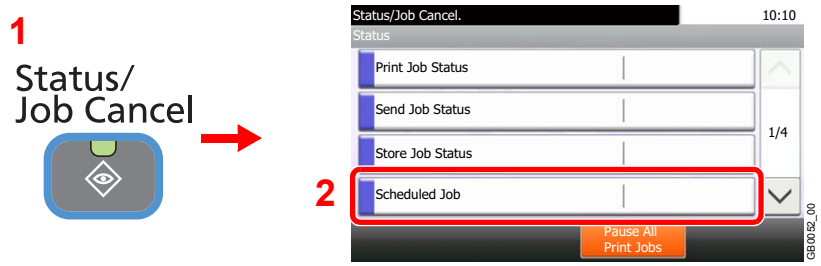
2 Configure the function.

Use [+]/[-] or the numeric keys to enter the transmission start time.

Cancelling and Sending Delayed Transmissions (Queued)

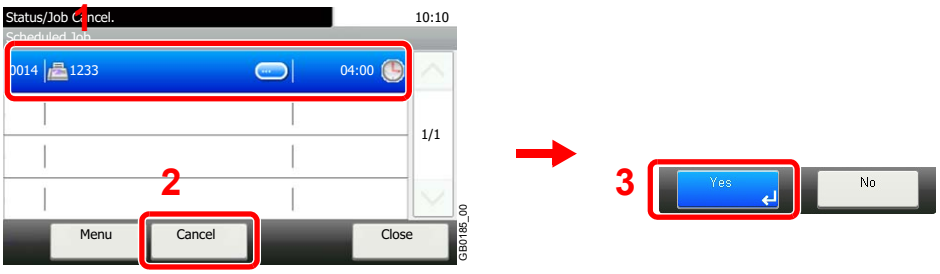
To cancel delayed transmissions that are queued, or to send delayed transmissions immediately rather than waiting for the specified time, use the procedure below.

1 Display the screen.



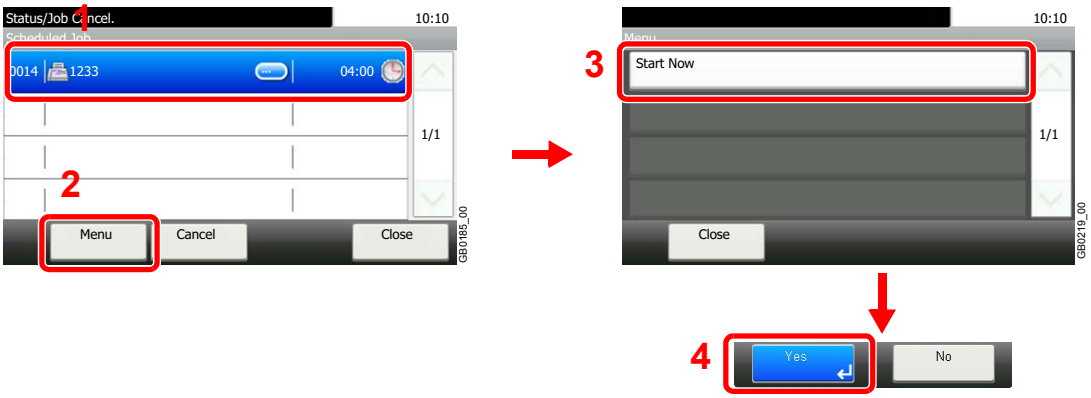
2 Canceling a job and immediate transmission.

Canceling a job



Select the job you want to cancel and press [Cancel].

Immediate transmission



Select the job you want to send by immediate transmission, and press [Start Now] in the [Menu] screen.

Standby Transmission

During a communication, you can scan originals and schedule a next transmission. When the first communication is completed, the machine automatically starts the scheduled next transmission. When using standby transmission, you do not need to wait when a communication has prolonged due to broadcast transmission.

NOTE
Together with delayed transmission and interrupt send, up to 35 transmissions can be scheduled.

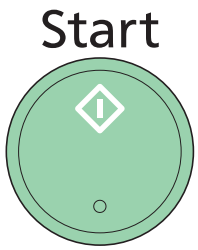
You can use other functions such as broadcast transmission.

1 **Press the FAX key.**

2 **Place the originals.**

3 **Select the destination, and set transmitting functions if you want to use any.**

4 **Press the Start key.**



Scanning of the originals starts, and the next transmission is scheduled.

NOTE
When *On* is selected in *Dest. Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 8-14*.

5 **When the communication is completed, the scheduled transmission will begin.**

Interrupt Send

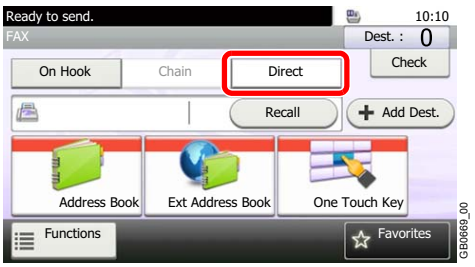
During communication, when you scan originals by selecting direct transmission, you can use interrupt send. Even when the communication is prolonged due to broadcast transmission or a next transmission being scheduled, the machine will first send originals for which interrupt send has been set.

NOTE
When the total number of standby transmissions and delayed transmissions has already reached 35, you cannot use interrupt send.

1 **Press the FAX key.**

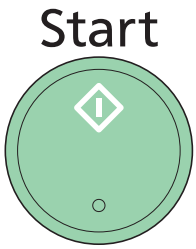
2 **Load the originals to be sent using Interrupt Send.**

3 **Press [Direct].**



For operation of direct transmission, refer to *Direct Transmission on page 4-13*.

4 **Set the destination, and press the Start key.**



The originals are left in queue, and the transmission will start when transmission becomes possible.

NOTE
When *On* is selected in *Dest. Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 8-14*.

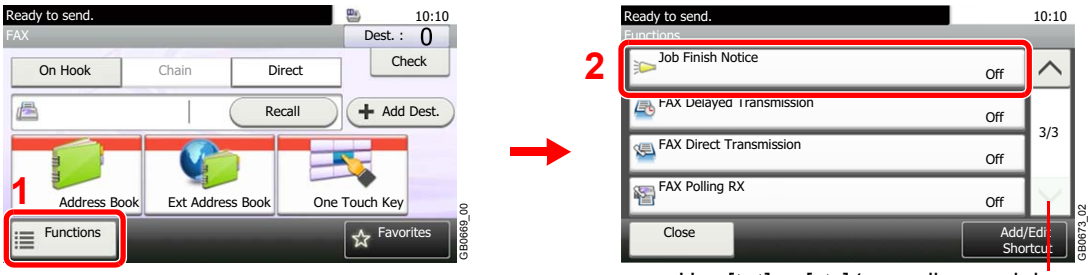
To cancel transmission while waiting for interrupt send, press the **Stop** key on the operation panel or [Cancel] on the touch panel. For details, refer to *Cancelling Direct Transmission on page 4-13*.

5 **When the interrupt send is completed, the canceled communication and standby transmission will automatically resume.**

Job Finish Notice

Send e-mail notice when a job is complete.

1 Display the screen.



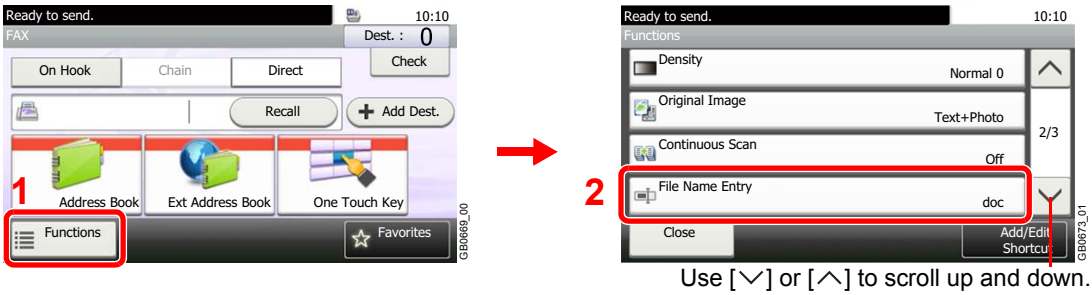
Use [∨] or [∧] to scroll up and down.

For details, refer to the machine's *Operation Guide*.

File Name

Add a file name. Additional information such as Job No. and Date and Time can also be set.

1 Display the screen.



Use [∨] or [∧] to scroll up and down.

For details, refer to the machine's *Operation Guide*.

5 Receiving Faxes

This chapter explains the following topics:

Fax reception 5-2
Reception Method 5-2
Checking and Changing the Reception Method 5-3
FAX Automatic Reception 5-4
Flow of reception 5-4
Canceling reception (Disconnection of communication) 5-5
Manual Reception 5-6
Flow of reception 5-6
Fax reception functions 5-7
Fax reception settings 5-8
Media Type for Print Output 5-8
Reception Date/Time 5-9
Duplex Print Output 5-9
2 in 1 Print 5-9
Batch Print 5-10

Fax reception

When using this machine as a FAX-dedicated machine that does not receive telephone calls, set the machine to FAX-dedicated reception. No special operation is required when receiving faxes.

NOTE
When the original size is larger than A4 or Letter at the sender, the send image size will be reduced at the sender's machine to fit to your supported paper size. In addition, when the send image size is too long at the sender and your machine cannot print the received image into one page, the image will be divided into several sheets of paper.

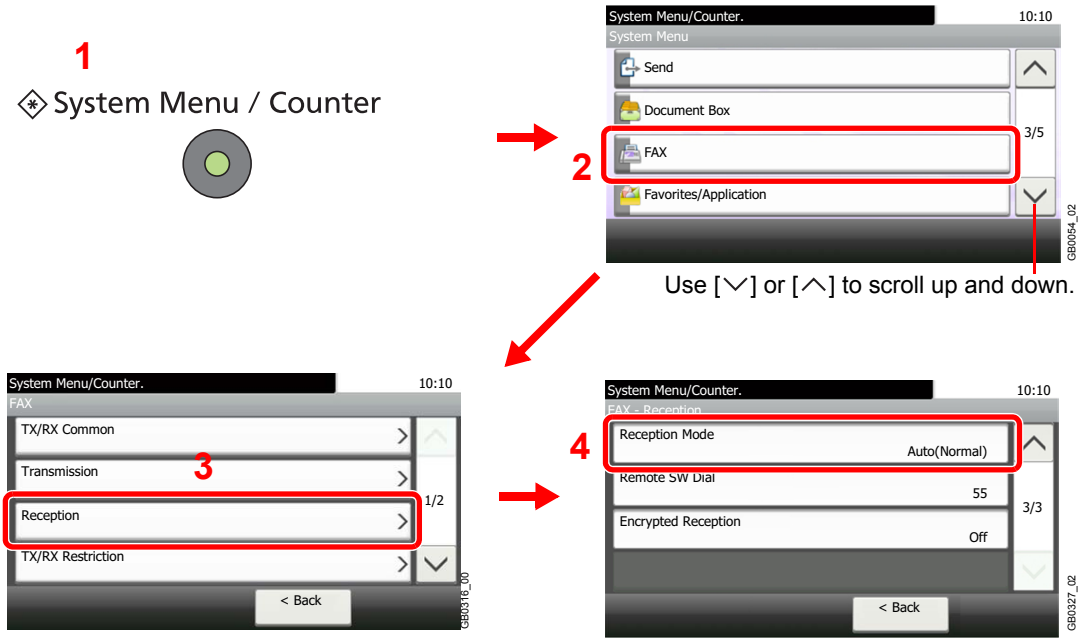
Reception Method

The methods for receiving faxes on the machine are shown below.

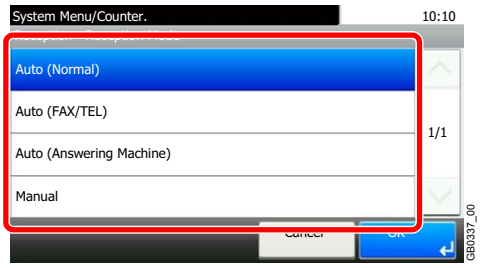
Reception Method	Item	Description	Reference Page
FAX Automatic Reception	Auto (Normal)	Faxes are automatically received.	*5-4*
FAX/TEL Auto Switch Reception	Auto (FAX/TEL)	This reception method is convenient when using both telephone and fax on a single telephone line. When fax originals have been sent, the machine automatically receives them, and when the other party is calling from a telephone, the machine makes a ringing tone urging the user to respond.	*7-2*
FAX/Answering Machine Auto Switch Reception	Auto (Answering machine)	This method is convenient when using both the answering machine and fax. When fax originals have been sent, the machine receives them automatically, and when the call is from a telephone, the machine follows the functions of the connected answering machine. Therefore, when the user is absent, the other party can leave a message on the answering machine.	*7-4*
DRD Reception (Available for inch versions only)	Auto (DRD)	Select this if you use a Distinctive Ring Pattern service.	*7-6*
Manual Reception	Manual	This method allows you to receive faxes by pressing [Manual RX] after confirming that the telephone line has connected to the sending system. Connecting a telephone set (commercially available product) to this machine enables you to receive originals after talking to the person at the sending system.	*5-6*

Checking and Changing the Reception Method

1 Display the screen.



2 Select the reception method.



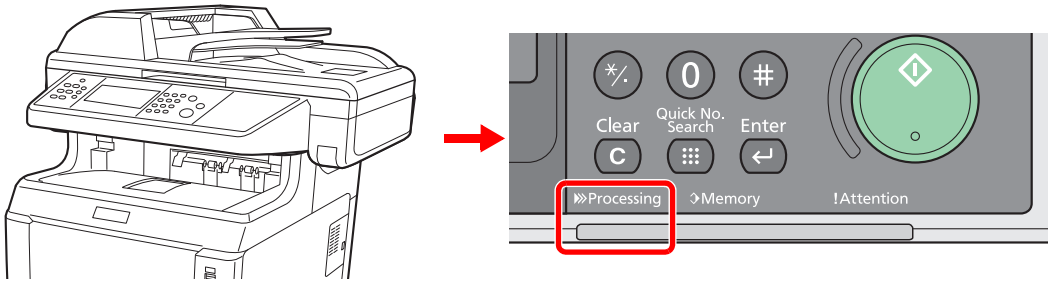
For FAX Automatic Reception, select [Auto (Normal)].

FAX Automatic Reception

When using this machine as a FAX-dedicated machine that does not receive telephone calls, set the machine to FAX-dedicated reception. No special operation is required when receiving faxes.

Flow of reception

1 Reception Starts

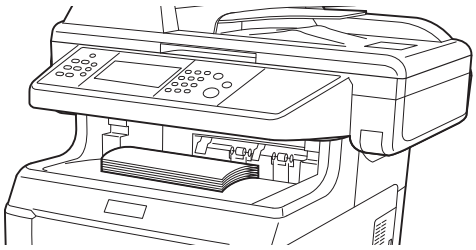


When a fax has been sent to you, the machine rings the registered number of times, and then starts receiving the fax.

After reception has started, the **Processing** indicator blinks.

NOTE
You can change the number of times the ringing tone rings. (Refer to *FAX on page 9-6*.)

2 Reception Print



Received faxes are output to the inner tray with the printed side facing down. The inner tray can hold a maximum of 150 sheets of plain paper (80g/m^2). However, the number of sheets varies with the condition of the paper to be used.

IMPORTANT
When the number of sheets to be printed exceeds the number of sheets that can be held, remove all the paper on the inner tray.

Even if the machine is not capable of printing due to paper running out or a paper jam, it can still receive faxes (memory reception).

Memory Reception

When the machine cannot print a fax due to paper running out or a paper jams, it temporarily stores originals that have been sent in the image memory. When the machine returns to the printable state, printing starts.

During memory reception, FAX Reception Printing Jobs are displayed on Printing Jobs of the Status screen. To print the received originals, supply paper or remove jammed paper.

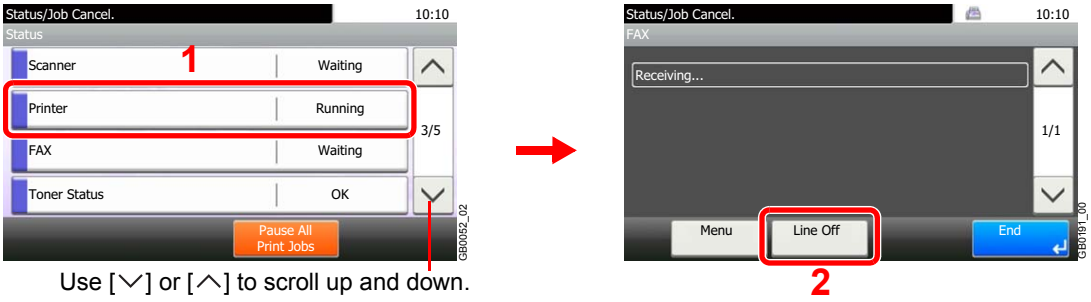
For the Status screen, refer to the machine's *Operation Guide*.

Canceling reception (Disconnection of communication)

When you cancel receiving by disconnecting the telephone line during communication, use the following procedure.

1 Press the Status/Job Cancel key.

2 Disconnection of communication.



Use [∨] or [∧] to scroll up and down.

When communication is disconnected, reception stops.

Manual Reception

This method allows you to receive faxes by pressing [Manual RX] after confirming that the telephone line has connected to the sending system.

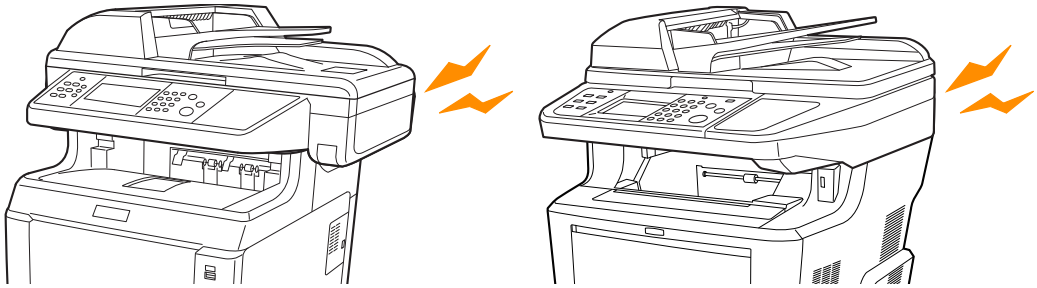
NOTE

To use Manual Reception, you need to change the receiving mode to Manual Reception. To change to manual mode, refer to *Reception Mode on page 9-8*.

Connecting a telephone set (commercially available product) to this machine enables you to receive originals after talking to the person at the sending system.

Flow of reception

1 The machine receives a call.

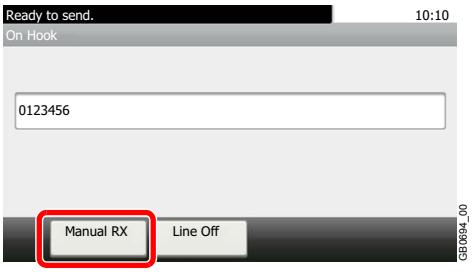


When the machine receives a call, it rings.

2 Press [On Hook].

Press [On Hook] to establish the connection.

3 Press [Manual RX].



After the sending side has started transmission, the machine starts receiving the originals.

Fax reception functions

The reception method and fax printing method can be set.

What do you want to do?	Reference Page
Print received faxes on both sides of the paper.	Duplex Print Output ▶ page 5-9
Receive a two-page fax on one page.	2 in 1 Print ▶ page 5-9
Print received faxes together as a batch.	Batch Print ▶ page 5-10
Print the date and time of reception and other information.	Reception Date/Time ▶ page 5-9
Restrict the type of paper that can be used.	Media Type for Print Output ▶ page 5-8
Connection to PBX (Private Branch Exchange) (Europe only)	PBX Setting (Europe only) ▶ page 1-12
Forward received faxes to another fax machine or a computer.	Memory Forwarding ▶ page 6-2
Store received faxes in the machine without printing them.	Sub Address Box Function ▶ page 6-13
Initiate reception of a fax by controlling the receiving machine.	Polling Communication ▶ page 6-26
Encrypt an original to send it safely.	Encryption ▶ page 6-36

Fax reception settings

Media Type for Print Output

Specify the paper type to be used for print output of the received fax.

Supported paper types	All Media Types, Plain, Vellum, Rough, Labels, Recycled, Bond, Cardstock, Color, Envelope, Thick, Coated, High Quality, Custom 1-8

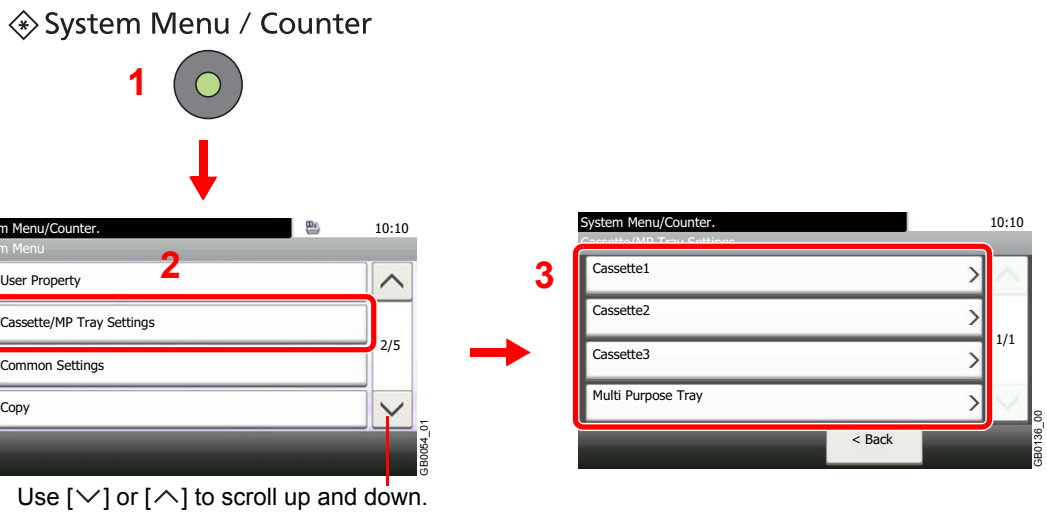
For more information about configuring settings, refer to *Default fax settings on page 9-2*.

Setting the cassette for the print output of received faxes

By specifying the media type, faxes can be received on the corresponding cassette.

NOTE
[Paper Size] is only displayed when the size dial on the cassette is set to Other.

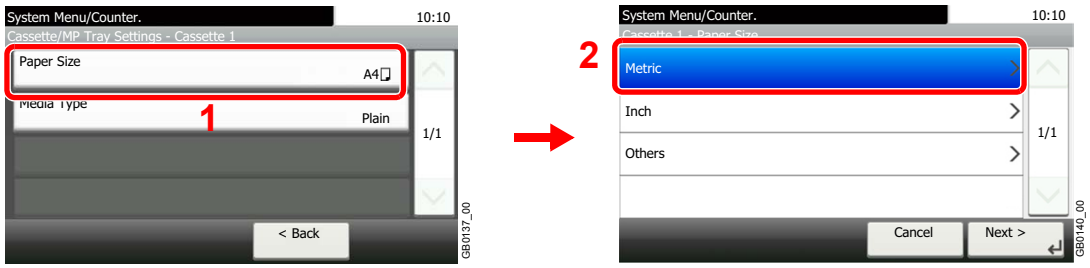
1 Display the screen.



Use [∨] or [∧] to scroll up and down.

Select the cassette that you want to use for fax reception.

2 Selecting the paper size.



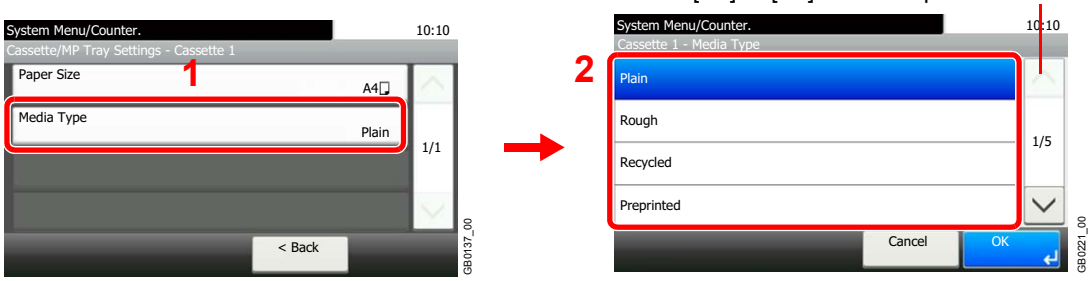
IMPORTANT
Specify the paper size as follows for the cassette that you want to use for fax reception.

Inch models: Select from [Inch].

Metric models: Select from [Metric].

3 Selecting the paper type.

Use [∨] or [∧] to scroll up and down.



4 Set the paper type.

Configure paper settings for fax reception. When selecting the paper type, select the same paper type as you selected in step 3.

For more information about configuring settings, refer to *Default fax settings on page 9-2*.

Reception Date/Time

Reception Date/Time function adds the reception date/time, sender information and number of pages on the top of each page when the message is printed out. It is useful for confirming the time of reception if the fax is from a different time zone.

NOTE
When the received data is printed on multiple pages, the reception date/time is printed on the fist page only. It is not printed on the pages that follow. When the received fax data is forwarded after retrieving it from memory, the reception date/time is not added to the forwarded data.

On	Print the reception date/time.
Off	Do not print the reception date/time.

For more information about configuring settings, refer to *Default fax settings on page 9-2*.

Duplex Print Output

When received multiple pages of data are the same width, they can be printed out on both sides of paper having the same width as the data.

On	Print on both sides.
Off	Do not print on both sides.

For more information about configuring settings, refer to *Default fax settings on page 9-2*.

2 in 1 Print

When you receive a multi-page Statement or A5 size original, this function prints 2 pages of the original at a time on one Letter or A4 size sheet of paper.

On	Print 2 in 1.
Off	Do not print 2 in 1.

For more information about configuring settings, refer to *Default fax settings on page 9-2*.

Batch Print

When a multi-page fax is received, the pages are printed in a batch after all pages are received.

On	Print as a batch after all pages are received.
Off	Print each page as it is received.

For more information about configuring settings, refer to *Default fax settings on page 9-2*.

6 Using Convenient Fax Functions

This chapter explains the following topics:

Memory Forwarding 6-2
Type of Forwarding Destination 6-2
Setting Forwarding 6-2
Registering Forwarding Destination 6-3
Changing and Deleting Registration Contents 6-4
Forwarding Time Setting 6-5
File Format Setting 6-6
File Separation 6-7
E-mail Subject Add. Info Setting 6-8
FTP Encrypted TX Setting 6-9
Print Setting 6-10
File Name Registration 6-10
Settings for Forwarding from Embedded Web Server RX (Forward Settings) 6-12
Sub Address Box Function 6-13
Sub Address Box 6-13
Sub Address Communication 6-13
Registering a Sub Address Box 6-14
Changing/Deleting Sub Address Box 6-16
Printing Originals from a Sub Address Box 6-18
Checking Details 6-19
Deleting Originals after Printing from a Sub Address Box 6-21
Deleting Originals from a Sub Address Box 6-21
Printing a Sub Address Box List 6-22
Sub Address Transmission 6-23
Polling Communication 6-26
Polling Transmission 6-26
Polling Reception 6-30
Printing from a Polling Box 6-33
Checking Details 6-34
Deleting Originals in a Polling Box 6-35
Encryption 6-36
Registering an Encryption Key 6-36
Changing and Deleting Registration Contents of Encryption Key 6-38
Using the Encrypted Transmission 6-39
Setting the Encrypted Reception 6-42
Network FAX 6-43
Flow of Network FAX Sending 6-43
Flow of Network FAX Receiving 6-43
Setup 6-44
Installing the Network Fax Driver 6-45
Basic Transmission 6-47
Configuring the Driver Default Settings 6-50

Memory Forwarding

When you have received a fax, you can forward the received image to other fax machines or computers, or set printing.

Type of Forwarding Destination

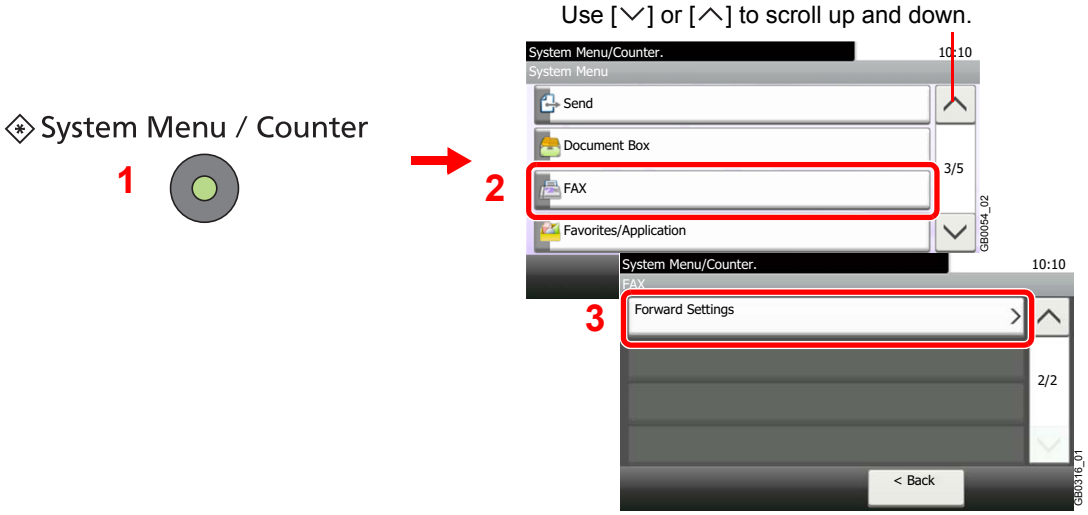
Only one forwarding destination can be specified. When forwarding is set to [On], all received documents will be forwarded to the specified destination.

You can forward the document to other fax machines or for e-mail transmission or folder (SMB or FTP) transmission.

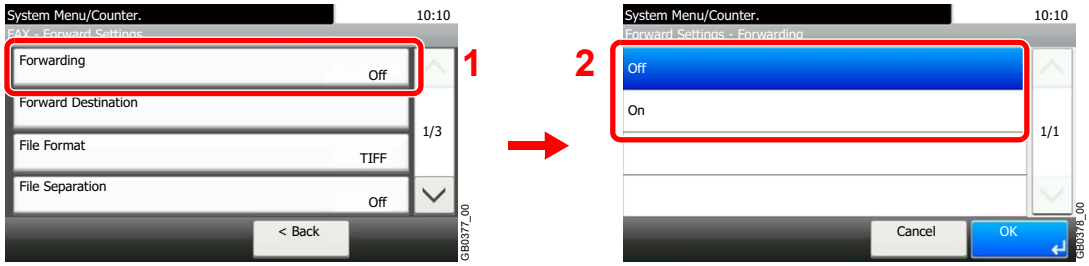
Setting Forwarding

Use the procedure below to set forwarding.

1 Display the screen.



2 Configure the function.

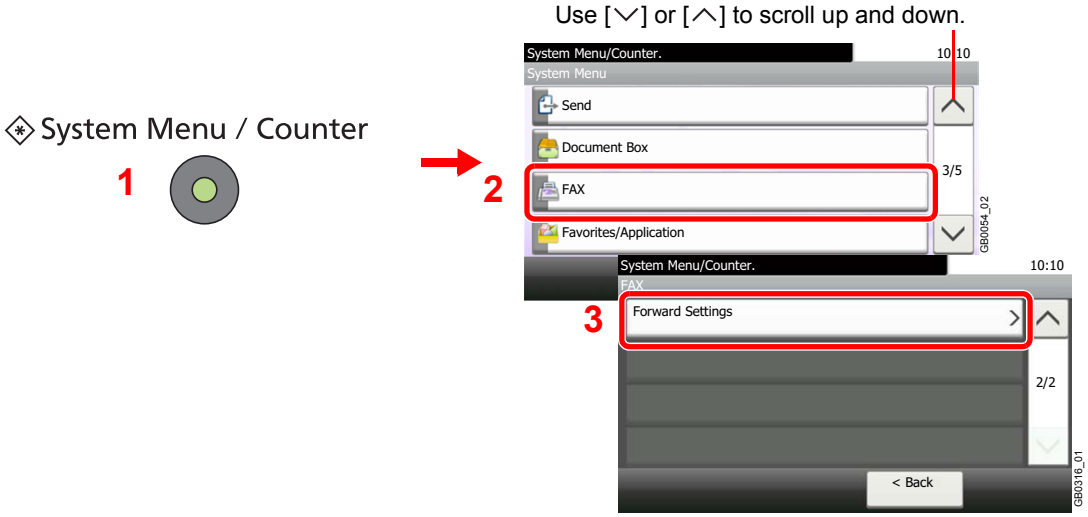


Select [On] or [Off] whether to forward or not to forward the received documents.

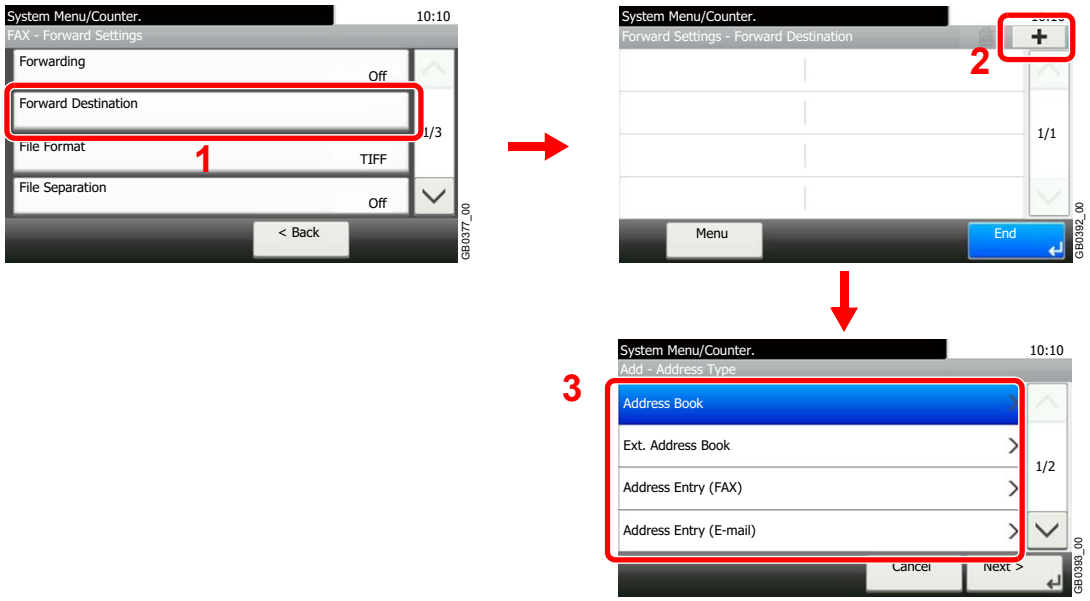
Registering Forwarding Destination

Use the procedure below to register a forwarding destination.

1 Display the screen.



2 Configure the function.



Display the add destination screen and follow the procedure below to register the forwarding destination. Only one destination can be registered.

Selecting Forwarding Destination from Address Book

1 Press [Address Book] or [Ext Address Book].

2 Select the destination (individual) you want to register as a forwarding destination.

Entering Forwarding Destination Directly

1 Press [Address Entry (FAX)], [Address Entry (Email)], [Address Entry (Folder)].

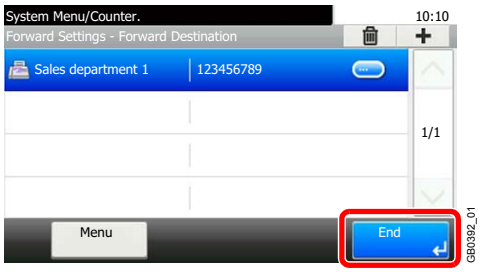
2 Enter the address to be registered as a forwarding destination.

If [Address Entry (E-mail)] or [Address Entry (Folder)] is selected for the forwarding destination, refer to the *Operation Guide* for the machine to enter the address.

NOTE

For details on character entry, refer to *Character Entry Method on page 11-2*.

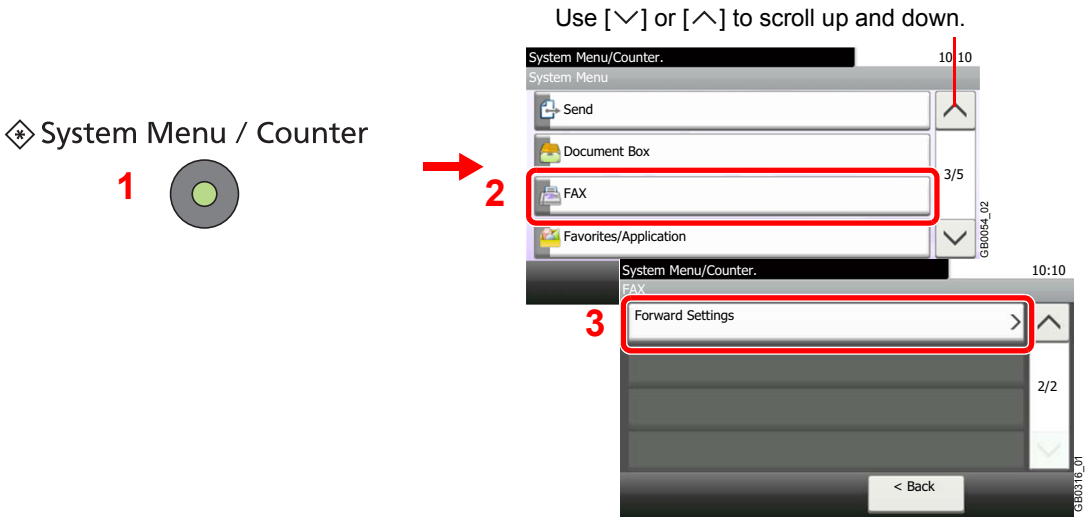
3 Press [End].



Changing and Deleting Registration Contents

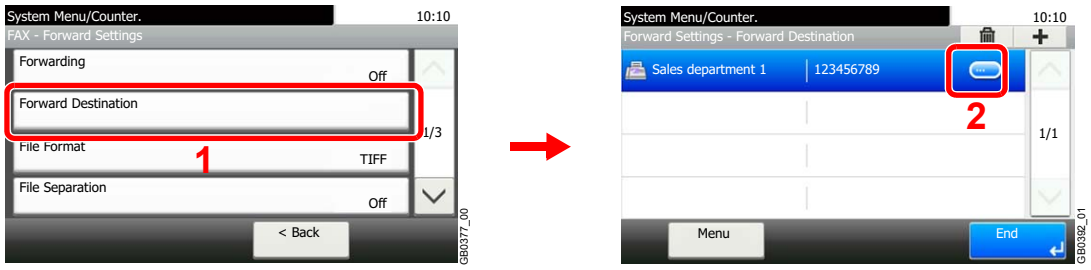
Use the procedure below to change or delete registration contents.

1 Display the screen.



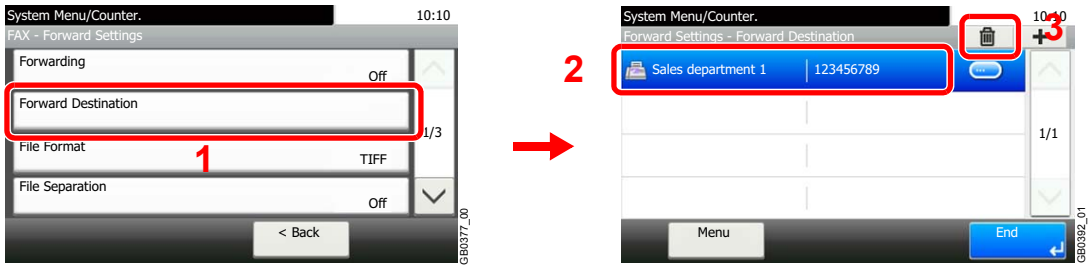
2 Edit or delete the destination.

To edit the destination



Press […] and change the destination.

To delete



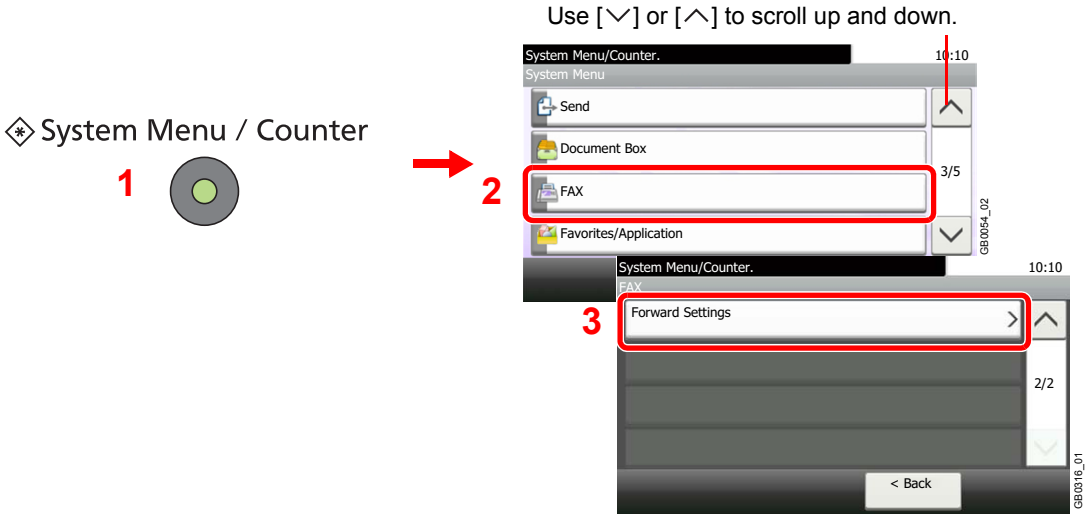
Select the destination and press [(Delete)] (the trash can icon).

3 Press [End].

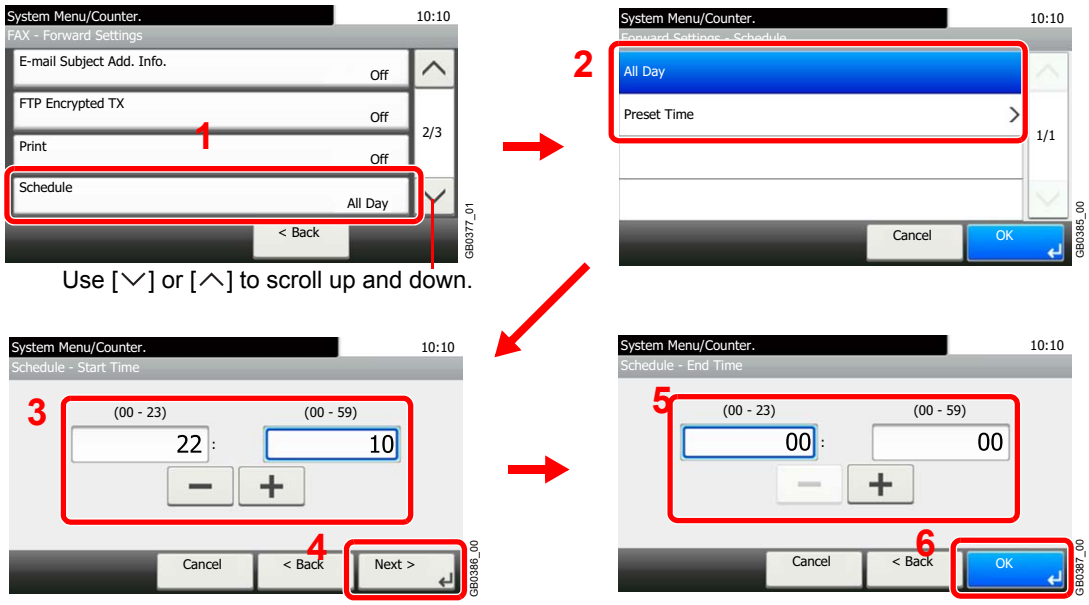
Forwarding Time Setting

Register the start time and end time between which forwarding is enabled.

1 Display the screen.



2 Configure the function.



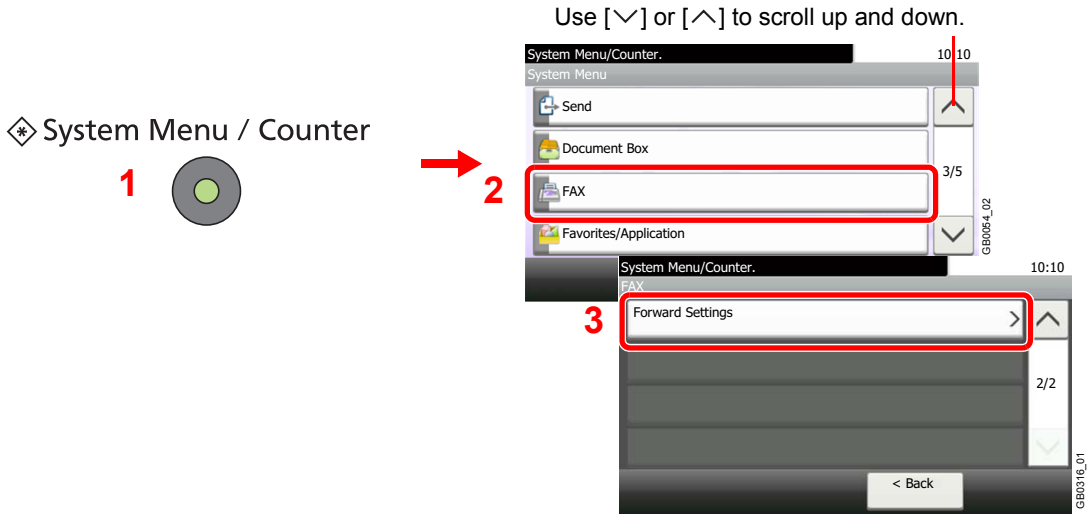
Select [All Day] or [Preset Time]. If Preset Time is selected, enter the [Start Time] and [End Time].

NOTE
Enter the time on the 24 hours system.

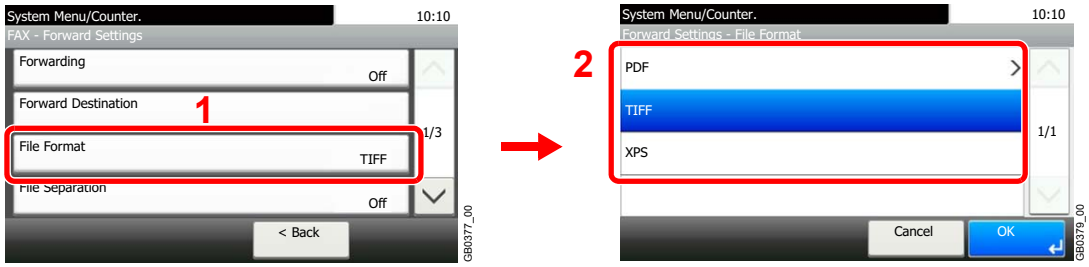
File Format Setting

If you are sending the file as an E-mail attachment or transferring it to a folder (SMB or FTP), select PDF, TIFF, or XPS as the file format.

1 Display the screen.



2 Configure the function.



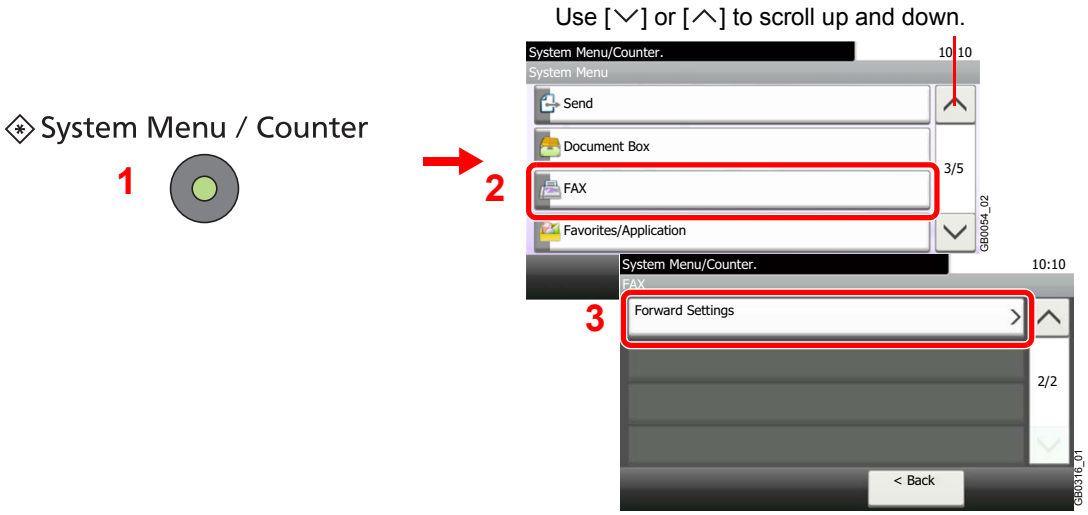
Select [PDF], [TIFF], or [XPS].

If PDF is selected, select [Off], [PDF/A-1a], or [PDF/A-1b].

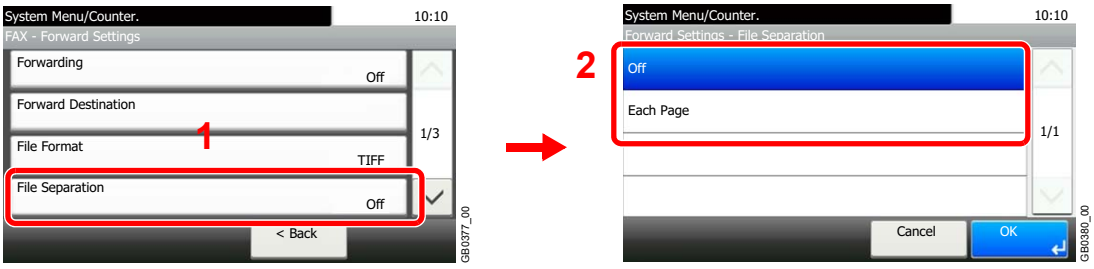
File Separation

When sending by e-mail transmission, folder (SMB) transmission, or folder (FTP) transmission, specify whether File Separation is performed.

1 Display the screen.



2 Configure the function.

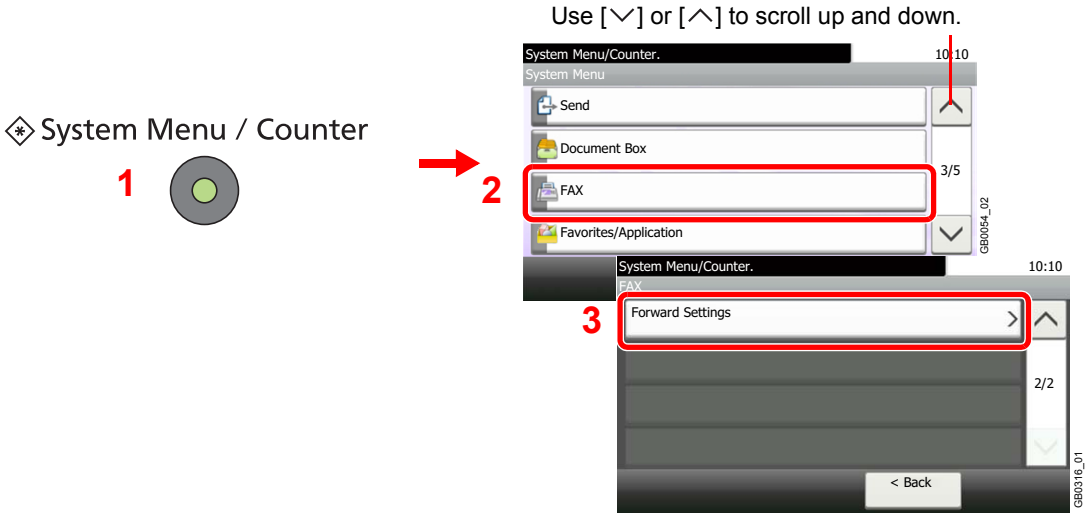


To create one file per page, select [Each Page].

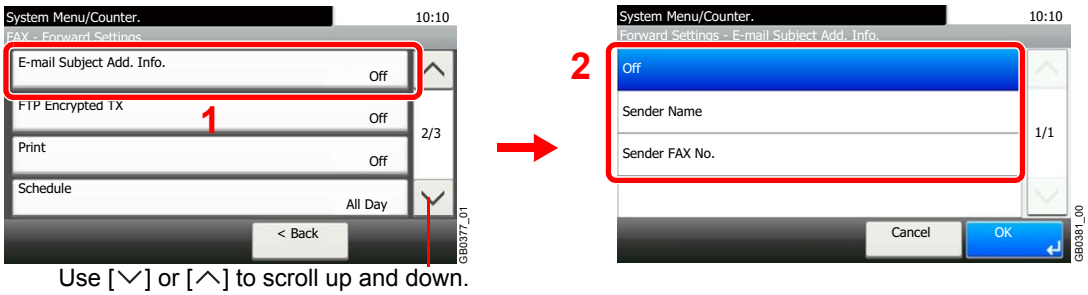
E-mail Subject Add. Info Setting

Specify whether any information will be added to the subject of the E-mail. When adding information, you can select either Sender Name or Sender.

1 Display the screen.



2 Configure the function.

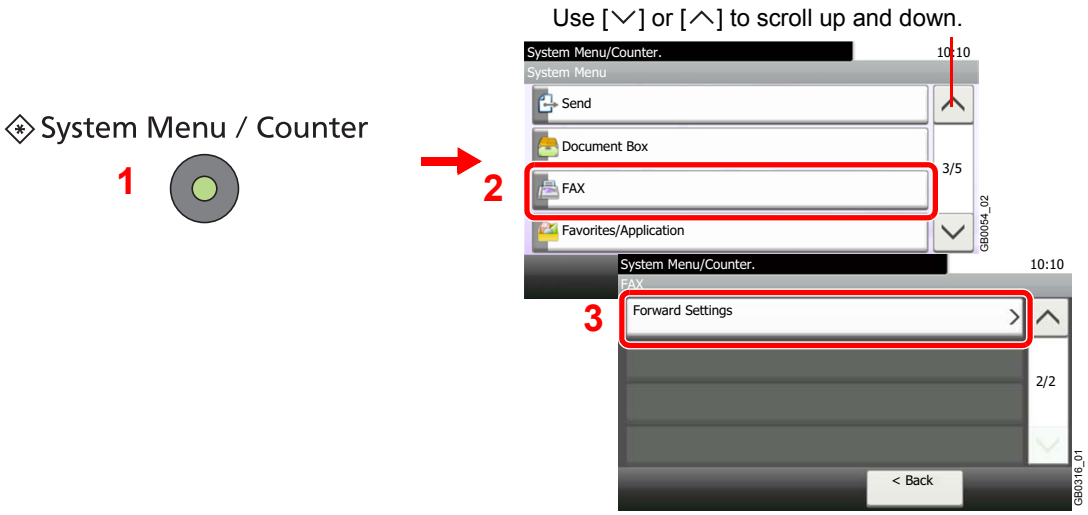


FTP Encrypted TX Setting

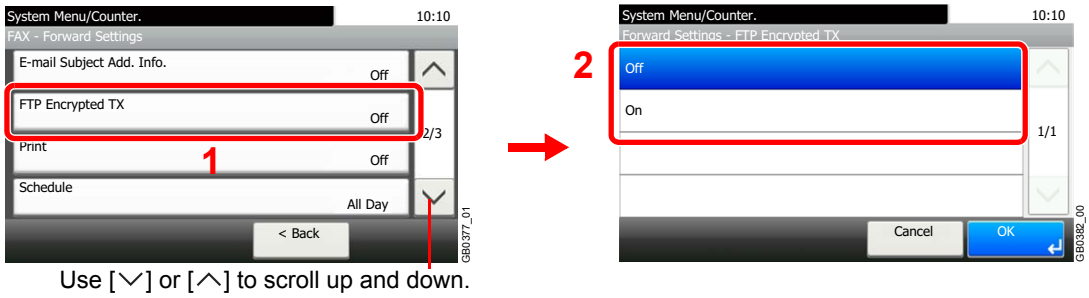
Specify whether to use FTP encryption when you send data.

NOTE
To use FTP encryption, set *SSL* to [On] in the Secure Protocol settings. For details, refer to the *Operation Guide* for the machine.

1 Display the screen.



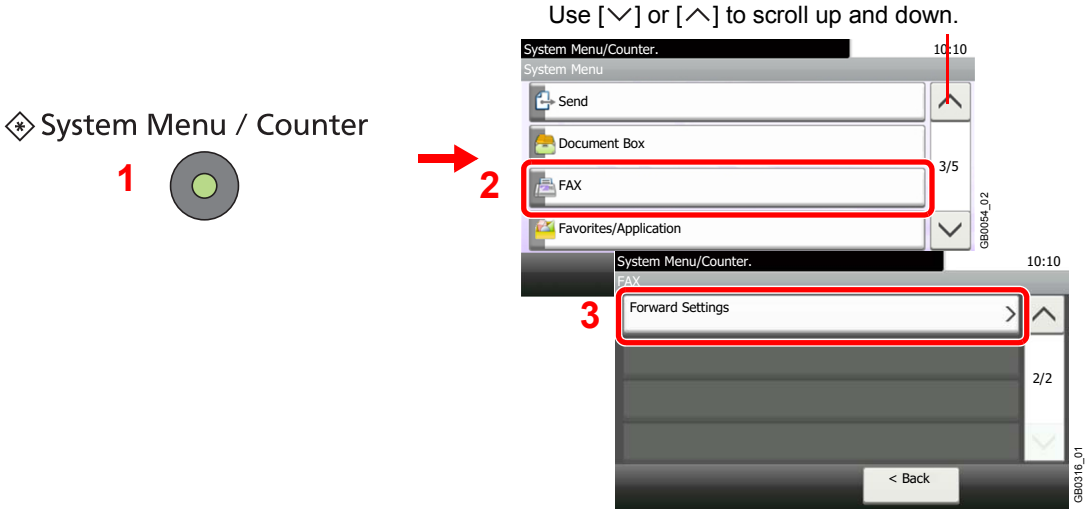
2 Configure the function.



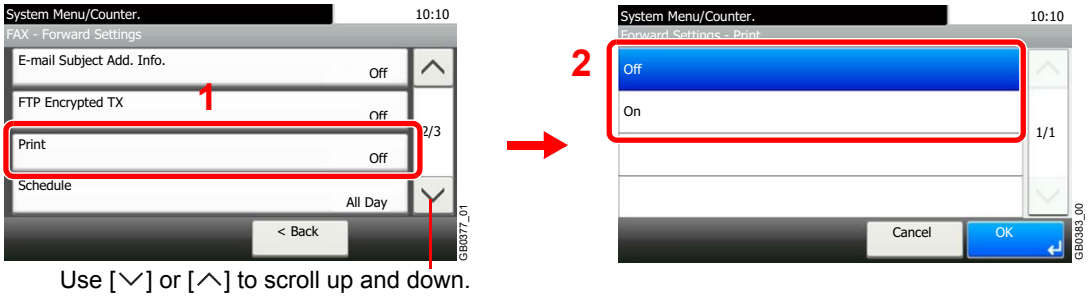
Print Setting

You can set whether the machine should print received originals when forwarding them.

1 Display the screen.



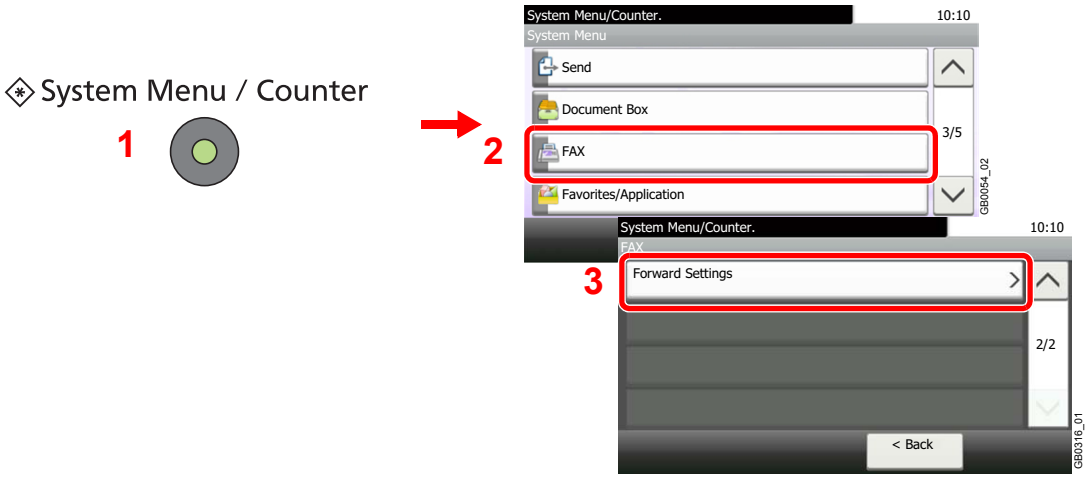
2 Configure the function.



File Name Registration

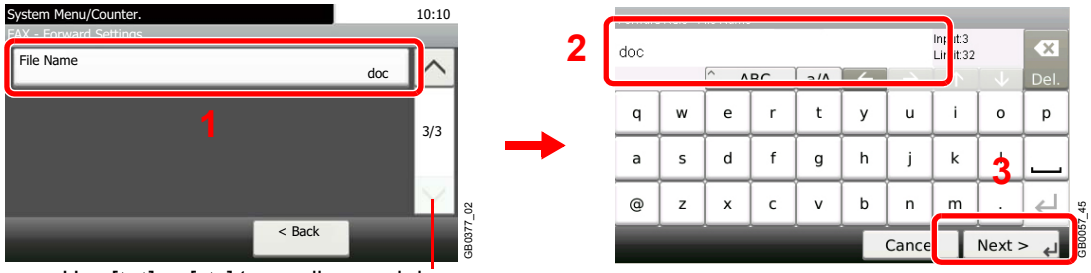
You can set the file name to be created when forwarding. You can append information such as the date/time and the job number or fax number.

1 Display the screen.



2 Configure the function.

1 Enter the file name.



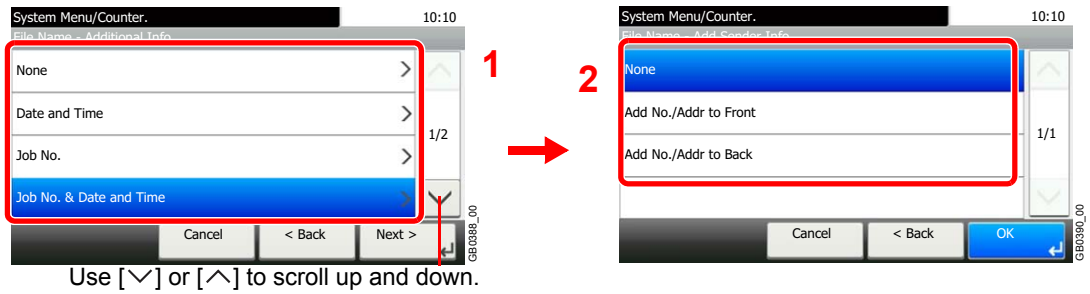
Use [∨] or [∧] to scroll up and down.

NOTE

For details on character entry, refer to *Character Entry Method on page 11-2*.

Please note that when you have not add any additional information, file names become the same, and, therefore, old files are overwritten when received originals are forwarded with folder (SMB) transmission and folder (FTP) transmission.

2 Set additional information.



Use [∨] or [∧] to scroll up and down.

If you do not want to add information to the document name, select [None], and set [None] or [FAX No.] for sender name information addition.

To add document information, select [Date and Time], [Job No.], [Job No. & Date and Time], or [Date and Time & Job No.], and set [None], [Add No./Addr to Front], or [Add No./Addr to Back] for sender name information addition.

File name sample

Example: doc00352720100826181723.pdf
doc (file name) + 6-digit job number + year/month/day/hour/minute/second +file format (default setting is .pdf)

Settings for Forwarding from Embedded Web Server RX (Forward Settings)

You can use Embedded Web Server RX on a computer connected to the network to specify the forwarding settings on this machine.

Refer to the machine's *Operation Guide* for information on the network settings.

NOTE

To fully access the features of the Embedded Web Server RX pages, enter the User Name and Password and click [Login]. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu. The factory default setting for the default user with administrator privileges is shown below.

Login User Name	**Admin**
Login Password	**Admin**

* Upper case and lower case letters are distinguished (case sensitive).

Accessing Embedded Web Server RX

1 Display Embedded Web Server RX

1 Open the web browser.

2 In the Address or Location bar, enter the machine's IP address as the URL, e.g. 192.168.48.21/.
The web page displays basic information about the machine and Embedded Web Server RX as well as the current status of the machine.

NOTE

If the screen **There is a problem with this website's security certificate.** is displayed, configure the certificate. For details on Certificates, refer to the *Embedded Web Server RX User Guide*.

You can also continue the operation without configuring the certificate.

2 Select settings in Embedded Web Server RX.

Select a category from the navigation bar on the left to view and set values for that particular category.

If administrator privileges have been enabled on Embedded Web Server RX, remember to enter the correct user name and password when trying to access the relevant screens.

For details, refer to the *Embedded Web Server RX User Guide*.

Sub Address Box Function

Sub Address Box

A Sub Address Box is a box for storing received originals on the machine to which the FAX System is to be installed. Using sub address reception function, you can store received originals in a personal Sub Address Box.

For the method for using a Sub Address Box, see the next section.

- Registering a Sub Address Box ▶ page 6-14
- Changing/Deleting Sub Address Box ▶ page 6-16

For the method for manipulating a received fax stored in a Sub Address Box, see the next section.

- Printing Originals from a Sub Address Box ▶ page 6-18
- Checking Details ▶ page 6-19
- Deleting Originals after Printing from a Sub Address Box ▶ page 6-21
- Deleting Originals from a Sub Address Box ▶ page 6-21
- Printing a Sub Address Box List ▶ page 6-22

For the method for transmitting to a Sub Address Box, see the next section.

- Sub Address Transmission ▶ page 6-23

Sub Address Communication

Sub address communication is communication in which data is sent and received with sub addresses and passwords attached in conformance with the ITU-T (International Telecommunication Union) recommendations. Sub addresses enable communication modes with third-party machines that were previously only possible between our brand machines. These include confidential delivery (sending originals to an original delivery box set up in the receiving system) and polling communication (reception of documents from a source machine that is controlled from the receiving machine). Using sub address communication on this machine also allows advanced communication functions such as storing received originals in Sub Address Boxes.

NOTE
In order to conduct sub address communication, the other party's system also needs to be equipped with sub address communication functions of the same type.

Sub address-based communication can be used together with various kind of functional communication. When registering a sub address and sub address password in the Address Book and One-touch keys, you can omit their entry before transmission. For details, refer to the explanations in the procedure of each communication method and registration method.

Sub Address

With the machine, sub address and sub address passwords are called sub address.

Sub Address

Use the numbers from 0 to 9, ' (space)', and '#' and '*' characters to enter a sub address of up to 20 digits. When the machine receives faxes, a sub address is used to specify the Sub Address Box.

Sub Address Password

Use the numbers from 0 to 9, alphabets, ' (space)', and '#' and '*' characters to enter a sub address password of up to 20 digits. When the machine receives originals, a sub address password is not used.

For the procedure for setting a sub address, refer to *Sub Address Transmission on page 6-23*.

Registering a Sub Address Box

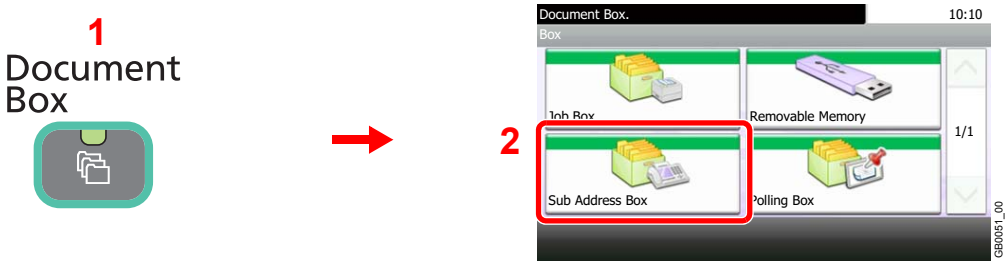
Up to 20 Sub Address Boxes can be registered.

NOTE

If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

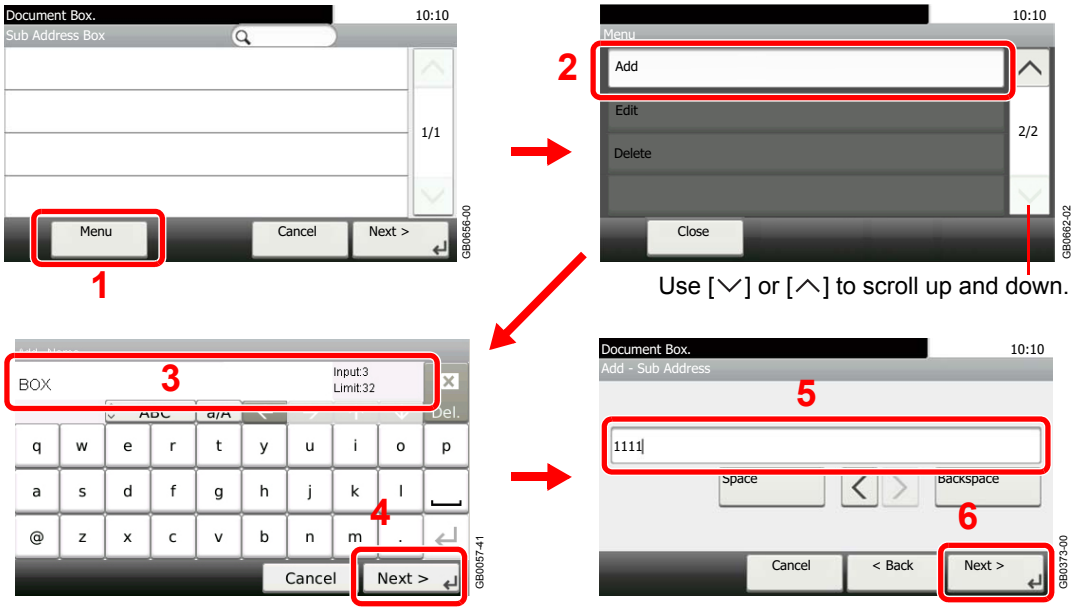
Sub Address Boxes can also be registered in the system menu.

1 Display the screen.



2 Configure the function.

1 Enter a box name and sub address.

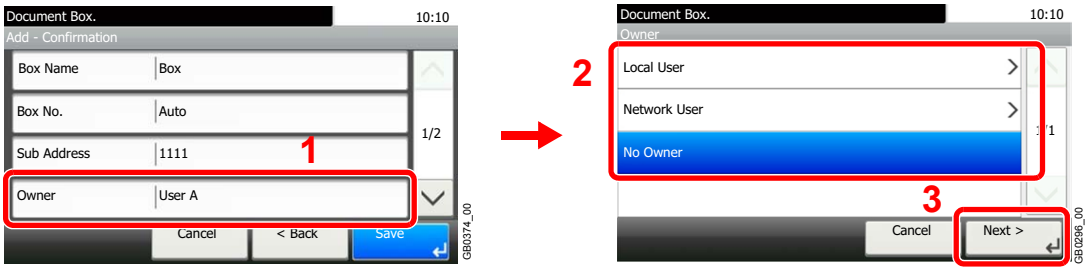


NOTE

You can use up to 20 digits including the numbers from 0 to 9, ‘ (space)’, ‘#’ and ‘*’ characters to enter a sub address.

For details on character entry, refer to *Character Entry Method on page 11-2*.

2 Set the owner

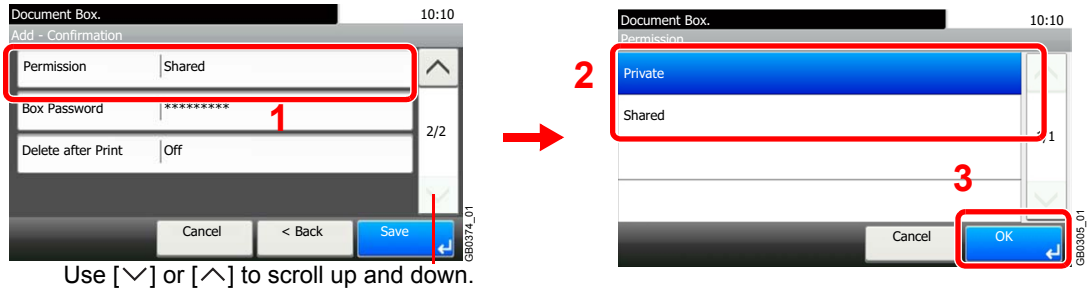


Select the owner of the box.

NOTE

[Owner] will appear when user administration is turned on.

3 Select shared settings



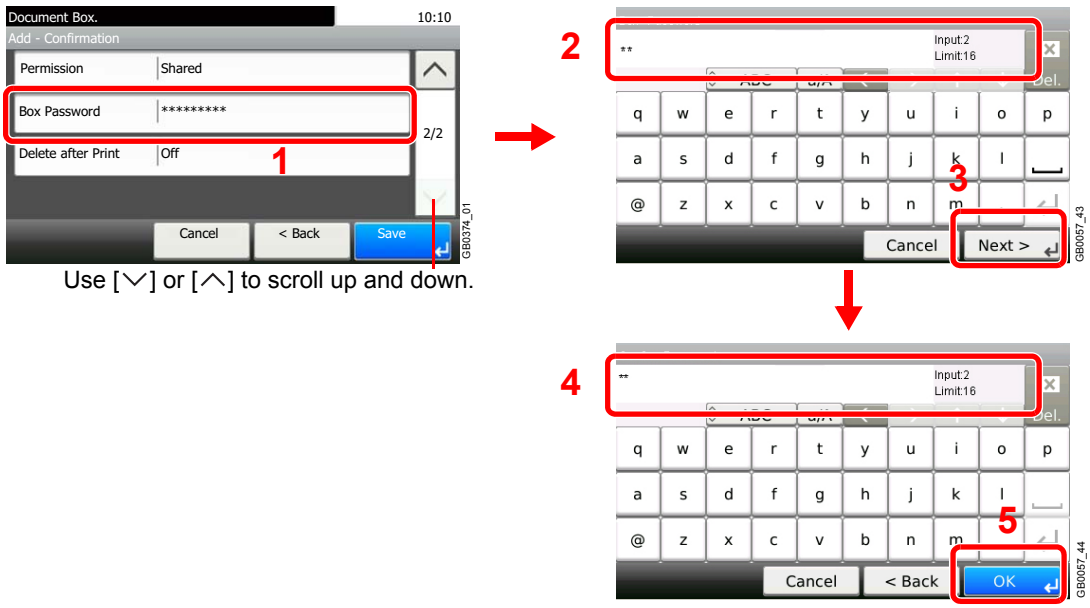
Use [∨] or [∧] to scroll up and down.

If the box will be used by an individual, select [Private]. If it will be shared with other users, select [Shared].

NOTE

[Permission] settings will appear when user accounting is turned on and an [Owner] is set.

4 Set the box password

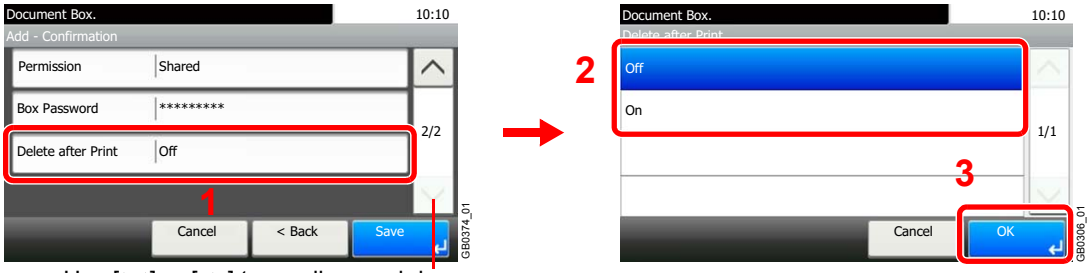


Use [∨] or [∧] to scroll up and down.

Up to 16 digits can be entered for the box password. Numbers from 0 to 9, alphabetical letters, spaces, "#", and "*" can be used. The password is required when printing the files from the box.

NOTE
If user accounting is turned on but an [Owner] is not set, or if user accounting is turned on and an [Owner] is set but [Permission] settings are not set, the box password will not appear.

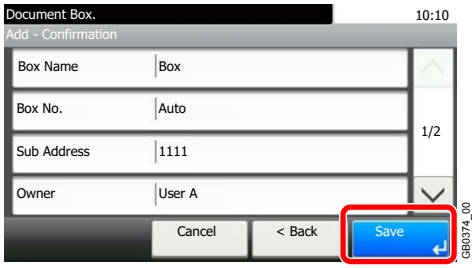
5 Select the delete after printing setting



Use [∨] or [∧] to scroll up and down.

To have an original be deleted after it is printed from the box, select [On]. To retain the original, select [Off].

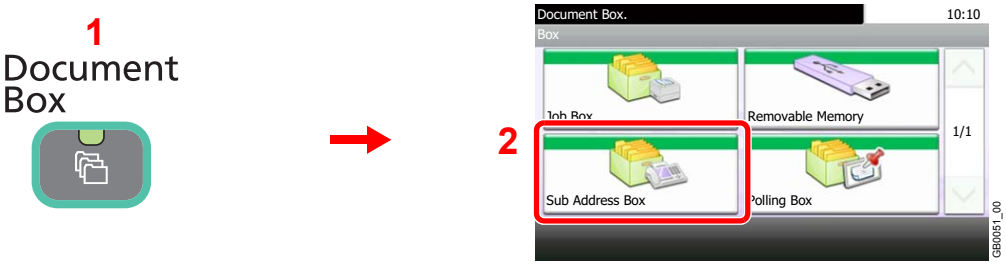
3 Register



Changing/Deleting Sub Address Box

NOTE
Sub Address Boxes can also be changed/deleted in the system menu.

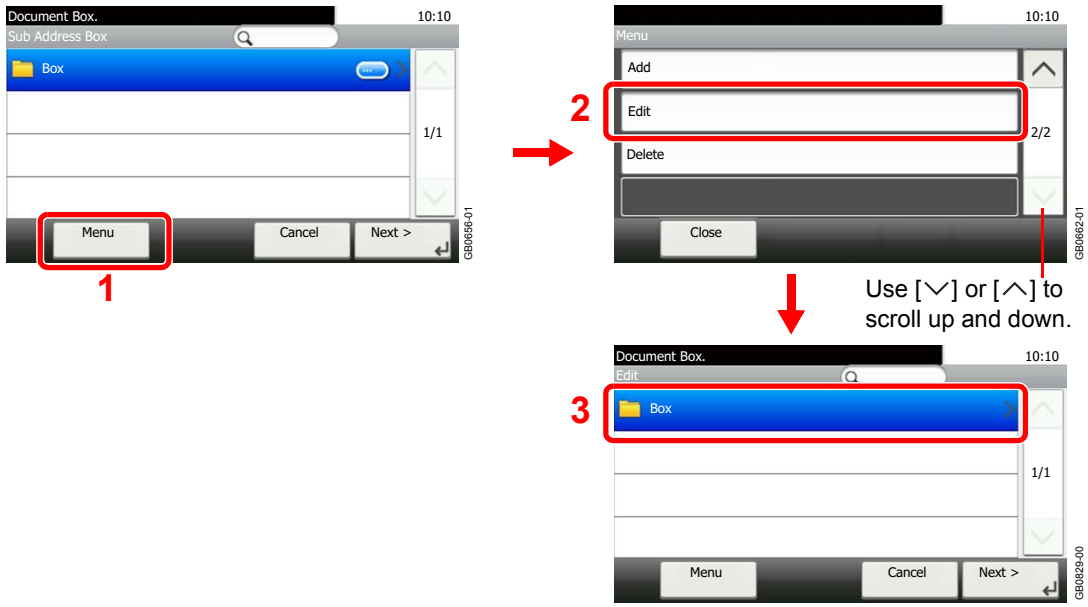
1 Display the screen.



2 Changing/Deleting

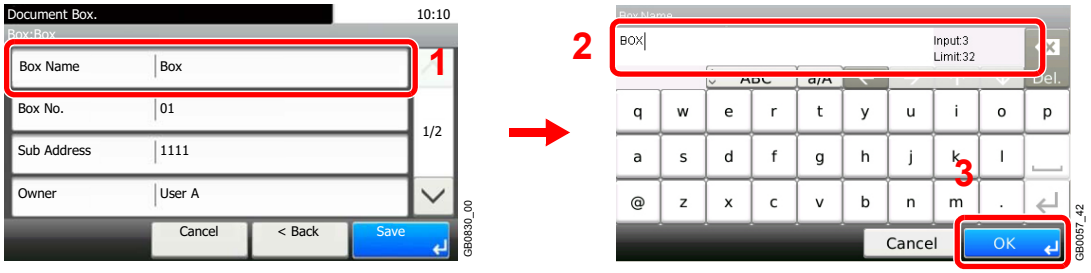
Changing

1 Select the box



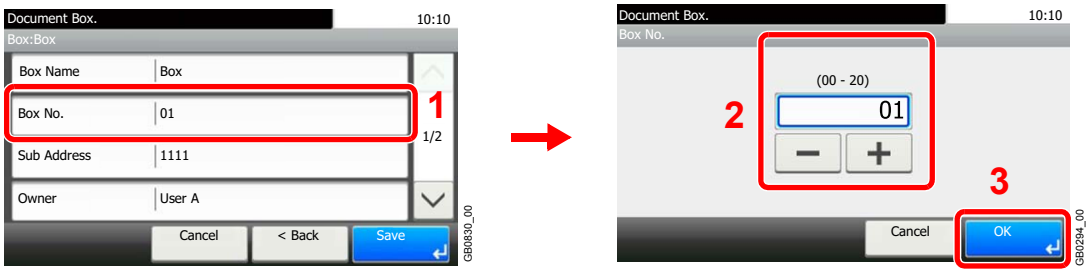
Press the box that you want to change and change the settings.

2 Change the box name.



For details on character entry, refer to *Character Entry Method on page 11-2*.

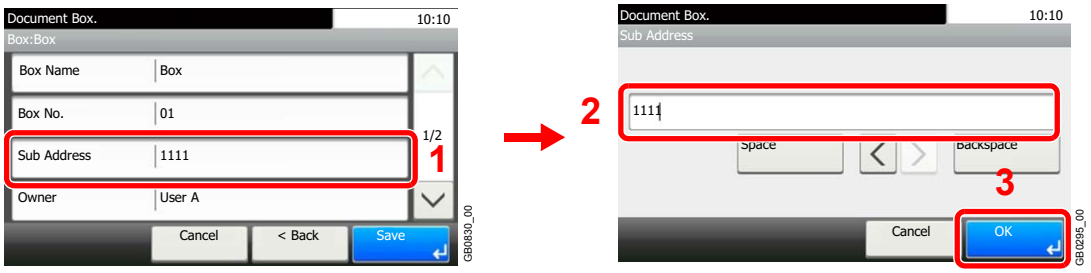
3 Change the box number.



Change the box number with the [+], [-], or numeric keys.

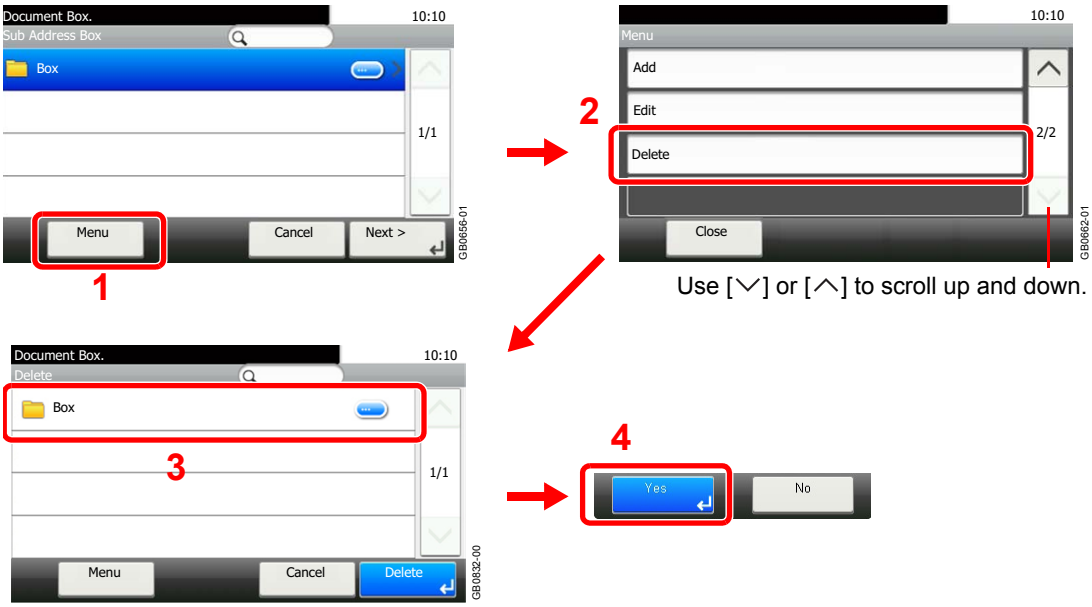
NOTE
If you set “00” as the box number, the box is registered under the lowest available number.

4 Change the sub address.



For details on character entry, refer to *Character Entry Method on page 11-2*.

Deleting

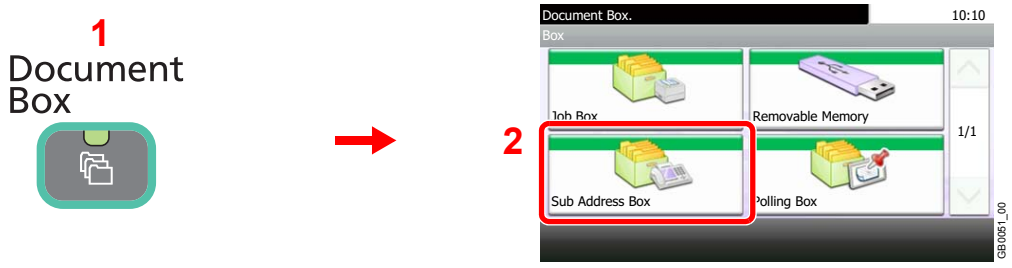


Press the box that you want to delete.

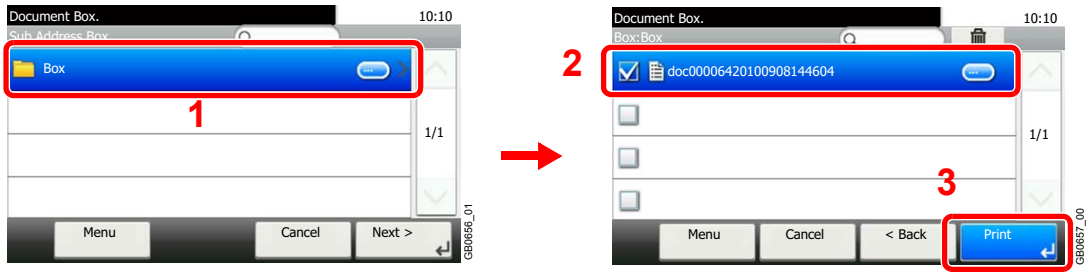
Printing Originals from a Sub Address Box

To print the originals that have been sent to a Sub Address Box, use the following operation.

1 Display the screen.



2 Selecting the Originals.



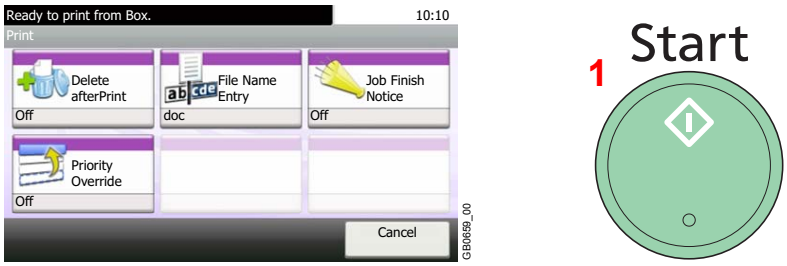
NOTE

When the password is set to a Sub Address Box, you need to enter the password in the following situations:

If user login is disabled

If user login is enabled but the Sub Address Box has been selected by another user when you login with user privileges

3 Print

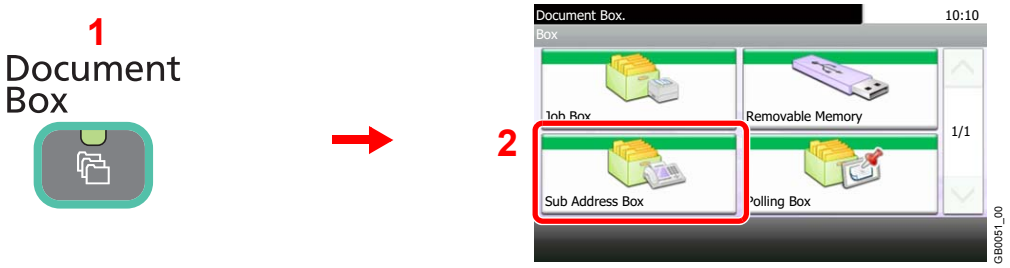


Set Delete after Print and enter a file name, and press the **Start** key. Printing starts.

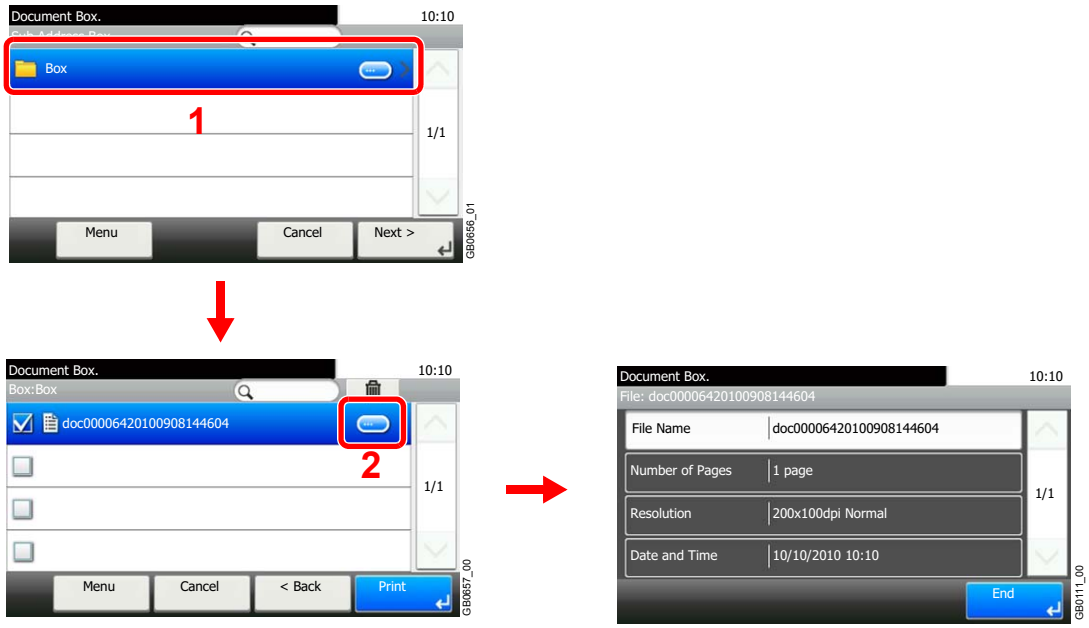
Checking Details

You can use the procedure below to check the details of documents forwarded to a Sub Address Box.

1 Display the screen.



2 Selecting the Originals.

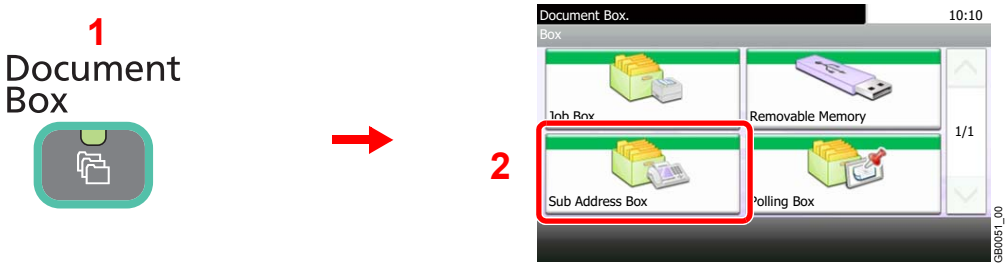


Press […] for the document whose details you want to check. The details of the selected document are displayed.

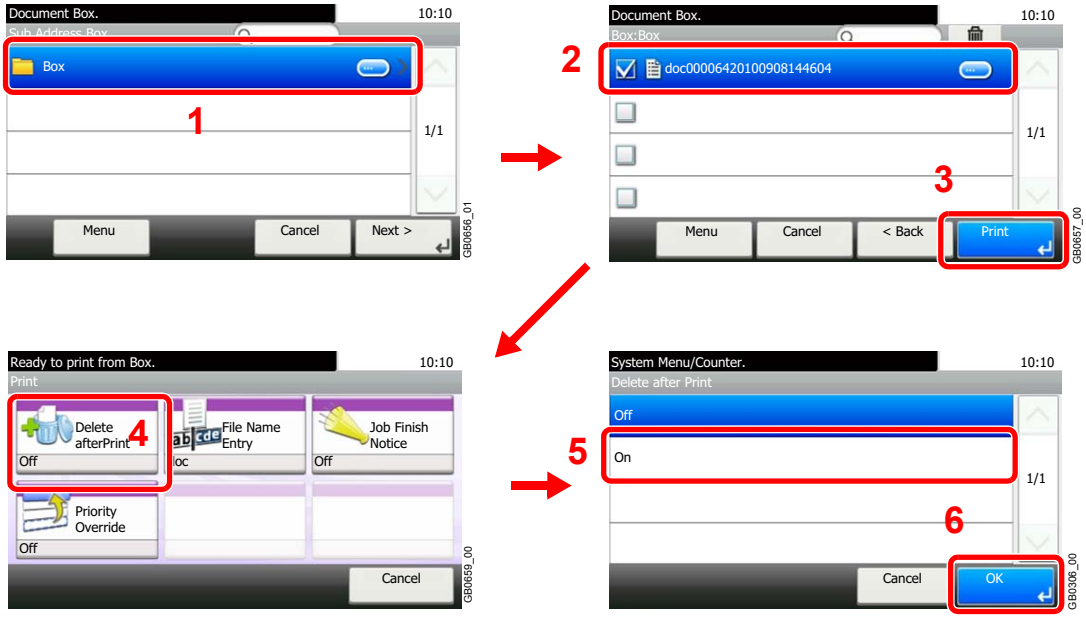
Deleting Originals after Printing from a Sub Address Box

To automatically delete the originals printed form the Sub Address Box, use the following operation.

1 Display the screen.



2 Configure the function.

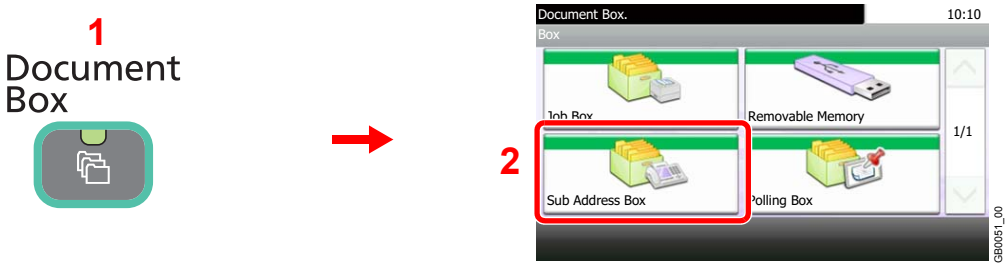


The original is deleted after printing.

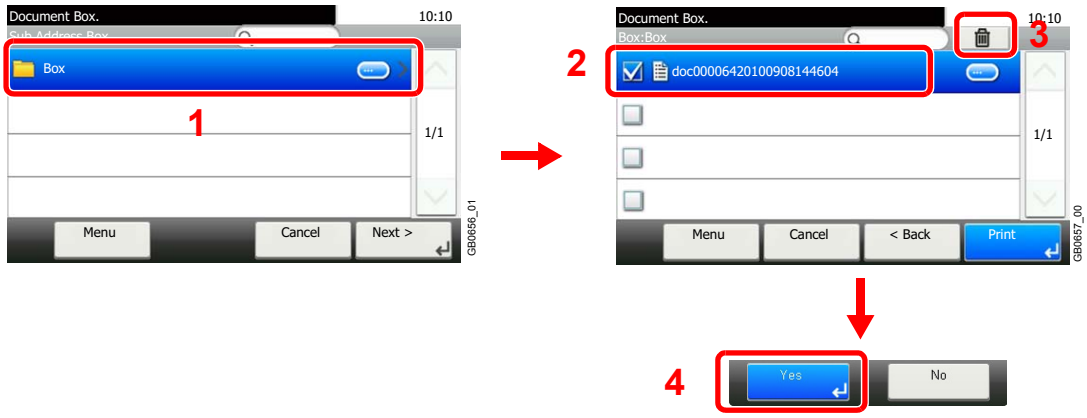
Deleting Originals from a Sub Address Box

Use the procedure below to delete an original that you have forwarded to a Sub Address Box.

1 Display the screen.



2 Deleting

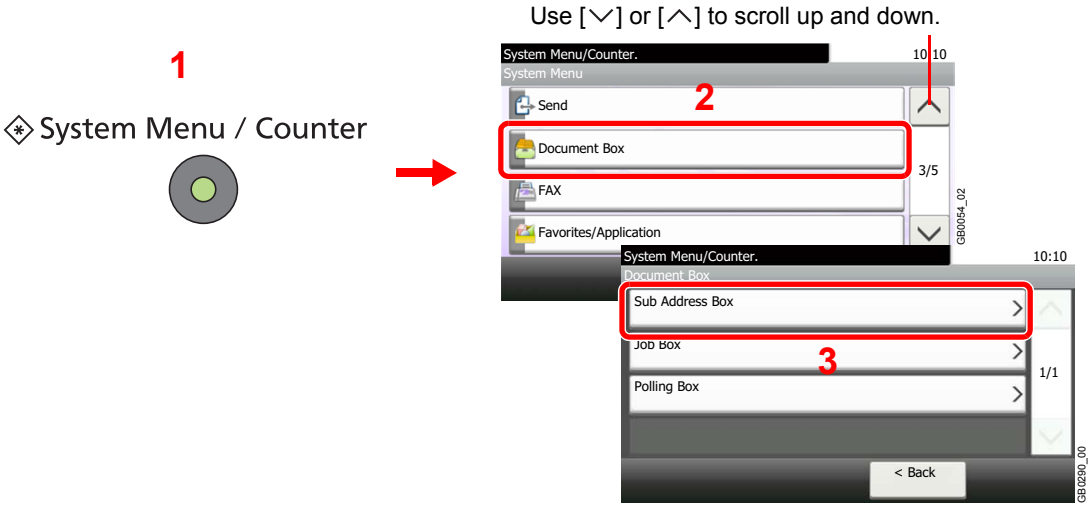


Printing a Sub Address Box List

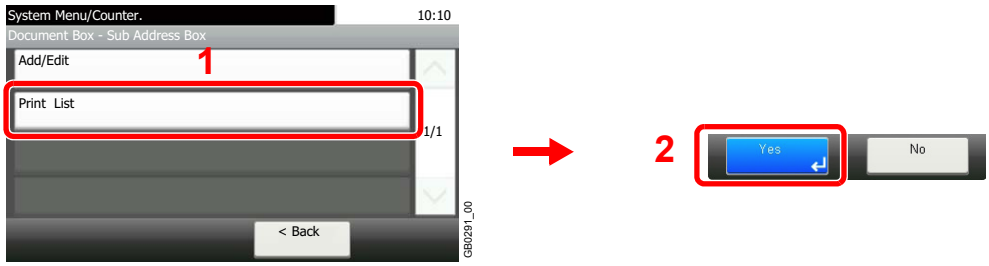
You can print the Sub Address Box list in which the list of Box No.'s and Box names of the registered Sub Address Boxes are described. When there are originals in the Sub Address Boxes, the number of pages is displayed.

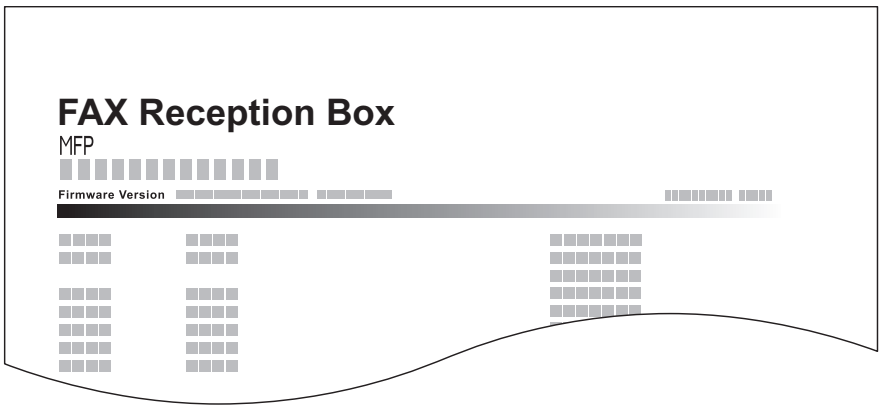
NOTE
The list can be printed when user login has been enabled and the machine is logged in with administrator privileges.

1 Display the screen.



2 Print





Sub Address Transmission

To specify a Sub Address Box when sending a fax, follow the steps below.

NOTE
To use sub address transmission, check that a sub address and password have been set in the receiving system in advance.

Encrypted transmission cannot be used in sub address transmission.

For the setting method when the machine receives originals, refer to *Sub Address Box Function on page 6-13*.

1 Press the FAX key.

2 Place the originals.

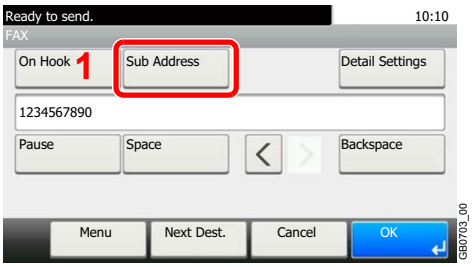
3 Specifying destination.

Press [Add Dest.] and enter the fax number of the other party.

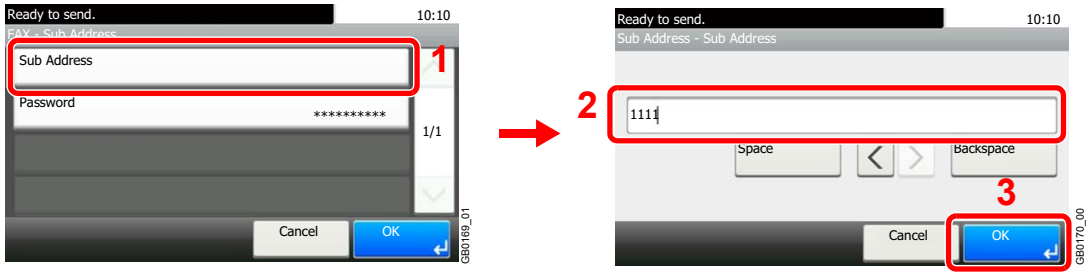
NOTE
When a sub address has been registered to the destination of the Address Book, you can use the destination. When a sub address-registered destination in the Address Book is used for a One touch key, you can also use the One-touch key.

4 Configure the function.

1 Display the screen.

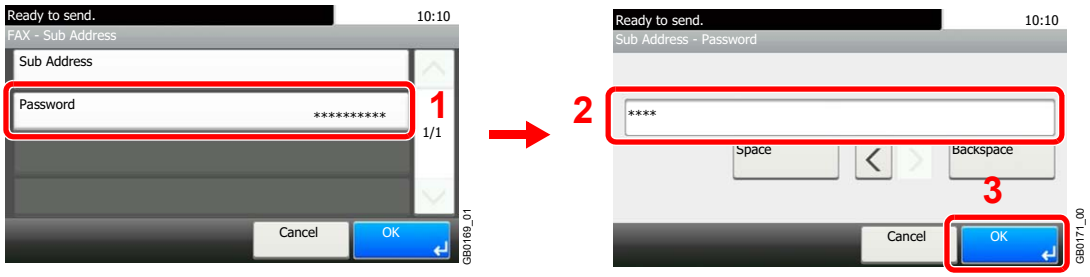


2 Enter the sub address.



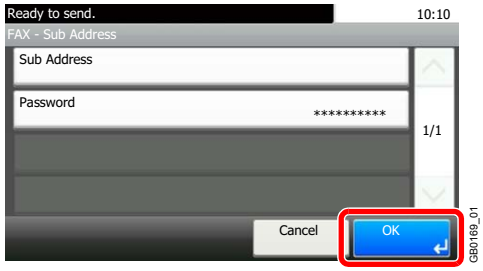
You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address.

3 Enter the sub address password.



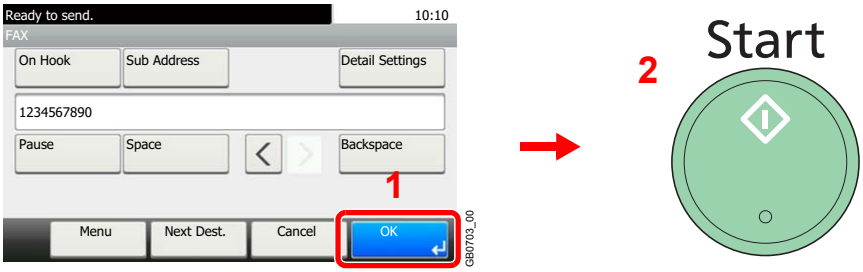
You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address password.

4 Finish entry of the sub address.



Press [OK].

5 Send Start.



Check the destination and press the **Start** key.

NOTE

When *On* is selected in *Entry Check for New Dest.*, a confirmation screen is displayed for the entered FAX number. Re-enter the same FAX number and press [OK]. For details, refer to *Entry Check for New Dest.* in the *Operation Guide* for the machine.

Polling Communication

Polling communication is a communication mode in which the transmission of originals on the sending machine is controlled by the receiving machine. This allows the receiving machine to tailor the reception of originals to its own circumstances. This machine supports both polling transmission and polling reception.

IMPORTANT
Because the receiving machine dials the sending machine in polling communication, call charges are normally borne by the recipient.

Polling Transmission

Originals to be used in polling transmissions should be stored in a Polling box. When a polling request is received from the destination, the stored originals are sent automatically.

Once originals intended for polling transmission have been sent to the destination, they are automatically deleted. However, if you set Delete Transmitted File to [Off], the originals are stored in the Polling box until you delete them. You can use polling transmission with the same originals as many times as you wish. (Refer to page *6-26*.)

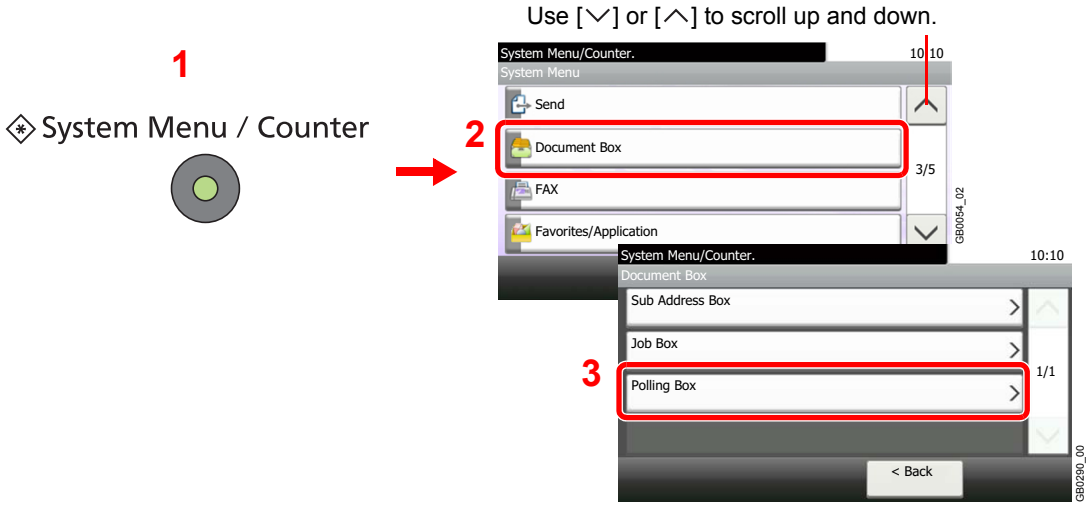
NOTE
You can store up to 10 originals for polling transmission.

You can also add to or overwrite originals up until a polling request arrives from the destination. Refer to *Overwrite Setting on page 6-27*.

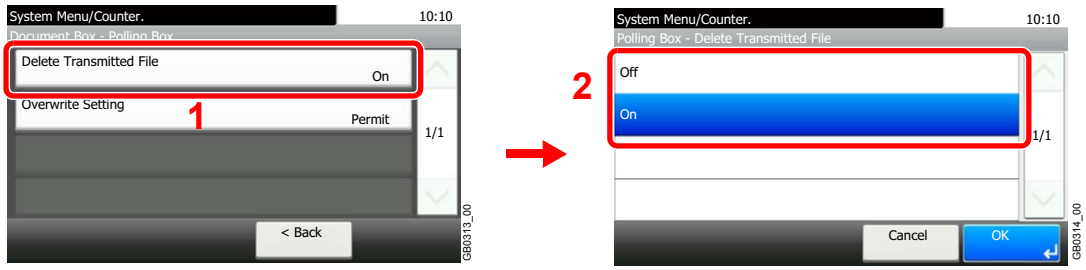
Deleting Originals After Polling Transmission

Originals intended for polling transmission are automatically deleted after they have been sent to the destination. To allow polling transmission of the same original to multiple destinations, set this option to [Off].

1 **Display the screen.**



2 Configure the function.



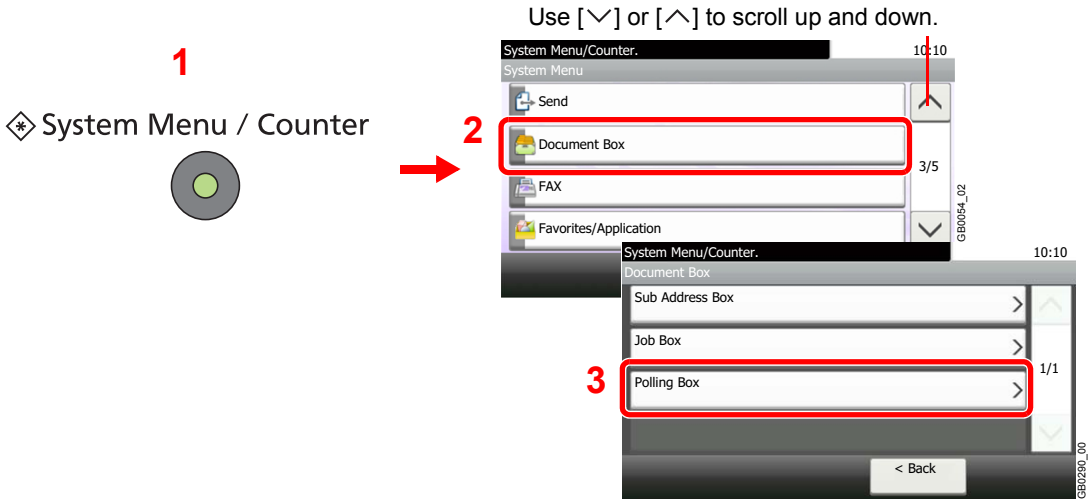
Overwrite Setting

To allow overwriting, set this option to [Permit].

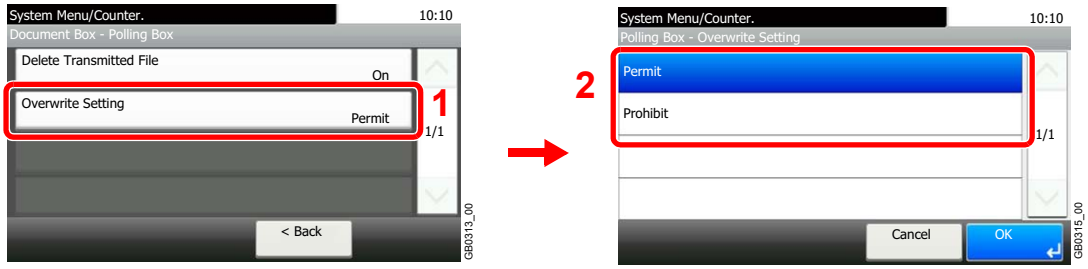
Use the procedure below to overwrite the existing document if the same name is added to the new file.

If this option is set to [Prohibit], the existing document will not be overwritten if the same file name is set.

1 Display the screen.



2 Configure the function.

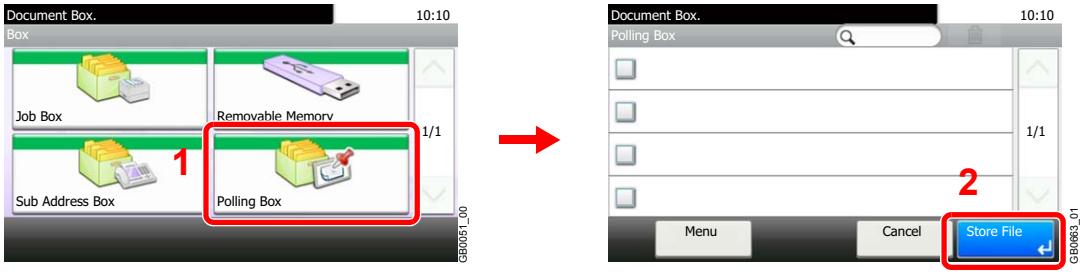


Using Polling Transmission

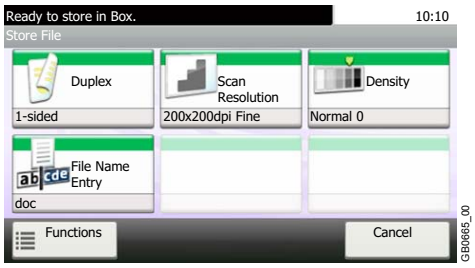
1 Press the Document Box key.

2 Place the originals.

3 Display the screen.



4 Select the functions

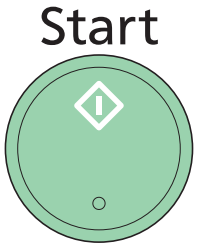


Function	Description
Duplex	Select the type and binding of originals.
Scan Resolution	Chooses the level of detail used for scanning originals.
Density	Adjusts the density used for scanning originals.
File Name Entry	Allows you to rename the files created from scanned originals. You can also use this function to add the job number and/or date.

Function		Description
Functions	Original Size	Select the size of originals to be scanned. Be sure to select the original's size when using custom size originals.
	Orig. Orientation	To ensure that the originals are stored in the correct orientation, this indicates which end of the original is the top. To use the following functions, select the orientation of the originals. Duplex.
	Original Image	Select image quality.
	Continuous Scan	Allows you to divide originals that cannot be placed in the document processor at one time into multiple scans and then store the result as a single file. With this function, originals continue to be scanned until you press [Finish Scan].
	Job Finish Notice	Sends a notice by an e-mail when a transmission is complete.

For each of the functions, refer to *Sending Faxes on page 4-1* or the machine's *Operation Guide*.

5 Start storing.



Press the **Start** key. The originals are scanned and stored in the Polling box.

Cancelling Polling Transmissions

To cancel a polling transmission, delete the polling transmission original saved in the polling box. For information on how to delete the saved original, refer to *Deleting Originals in a Polling Box on page 6-35*.

Polling Reception

This function automatically triggers transmission of originals stored on the sending machine when the receiving machine dials the sending machine's number.

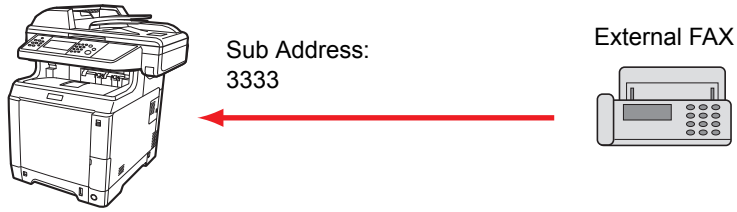
NOTE
Multiple contacts cannot be specified for polling reception. If you specified a destination for which encrypted communication is registered, encrypted communication is disabled for polling reception.

To use polling reception, you must first ensure that the sending machine is set up for polling transmission.

Using sub addresses at the same time allows the communication modes described below.

Sub Address Bulletin Board Reception

If the recipient's machine has a sub address bulletin board function, you can use sub addresses to communicate with that machine even if it is a third-party machine. (On this machine, the sub address and sub address password.)



IMPORTANT
The recipient's machine must also be equipped with a sub address bulletin board function. Some fax machines cannot store originals and some do not support polling transmission. Check both the sending and receiving machines beforehand to ensure that they each have the required functionality.

Ask the recipient for the sub address and password that are registered in the recipient's machine.

NOTE
For more information on sub addresses, refer to *Sub Address Communication on page 6-13*.

For information on how to receive files using sub address bulletin board communication, refer to *Using Polling Reception with Sub Addresses on page 6-32*.

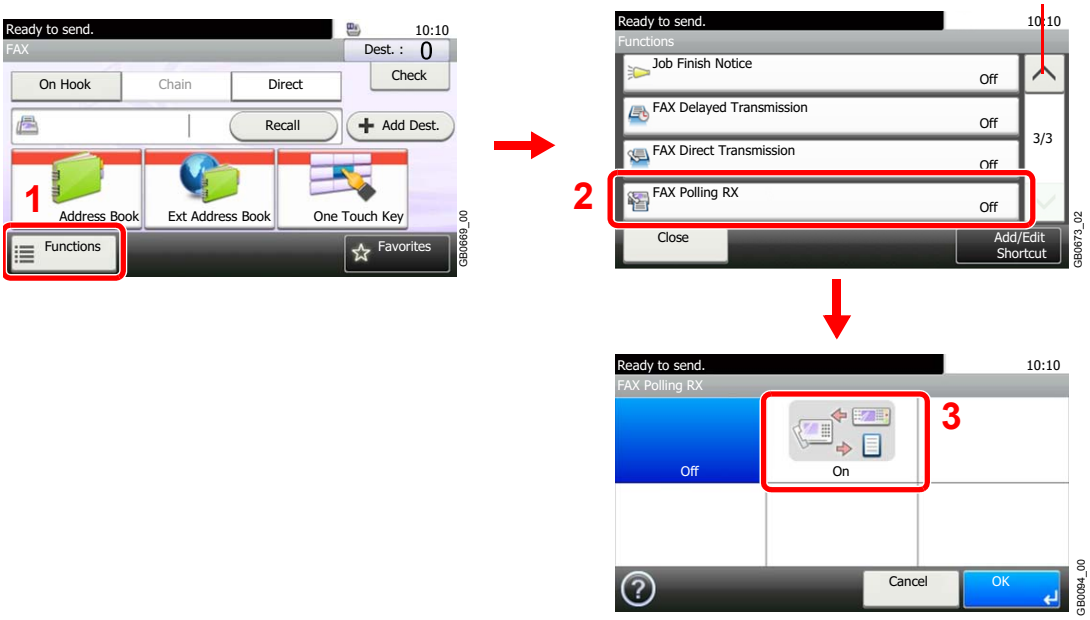
Using Polling Reception

NOTE
When the other party is using sub addresses, refer to Using Polling Reception with Sub Addresses below.

1 Press the FAX key.

2 Turn on polling reception.

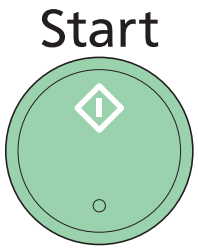
Use [∨] or [∧] to scroll up and down.



3 Specifying destination.

For details, refer to *Methods For Entering the Destination on page 3-1*.

4 Press the Start key.



Press the **Start** key. The operations for reception begin.

NOTE
When *On* is selected in *Entry Check for New Dest.*, a confirmation screen is displayed for the entered FAX number. Re-enter the same FAX number and press [OK]. For details, refer to *Entry Check for New Dest.* in the *Operation Guide* for the machine.

Using Polling Reception with Sub Addresses

For polling reception, enter the sub address (on this machine, sub address and sub address password) set at the sending machine. This communication is still possible when the other party is using a third-party machine provided it is equipped with the same type of sub address communication function.

IMPORTANT
Check the sub address set by the sender beforehand.

1 Press the FAX key.

2 Turn on polling reception.

To turn on polling reception, refer to *Polling Reception on page 6-30*.

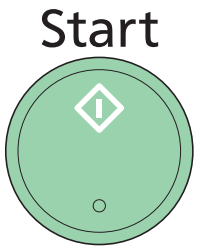
3 Select the destination, and entering the sub address.

For the procedure for setting a sub address, refer to *Sub Address Transmission on page 6-23*.

For the procedure for selecting a destination, refer to *Methods For Entering the Destination on page 3-1*.

NOTE
You can select destinations using a combination of numeric keys input, One-touch keys selection and selection from the Address Book containing registered sub addresses.

4 Press the Start key.



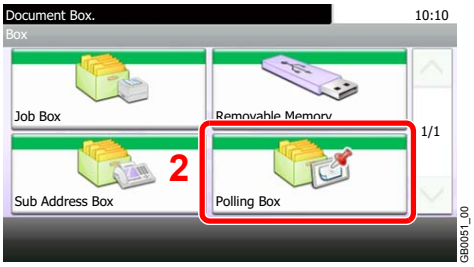
Press the **Start** key. The operations for reception begin.

NOTE
When *On* is selected in *Entry Check for New Dest.*, a confirmation screen is displayed for the entered FAX number. Re-enter the same FAX number and press [OK]. For details, refer to *Entry Check for New Dest.* in the *Operation Guide* for the machine.

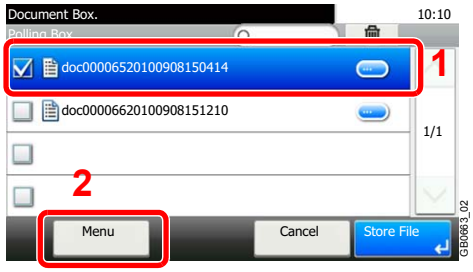
Printing from a Polling Box

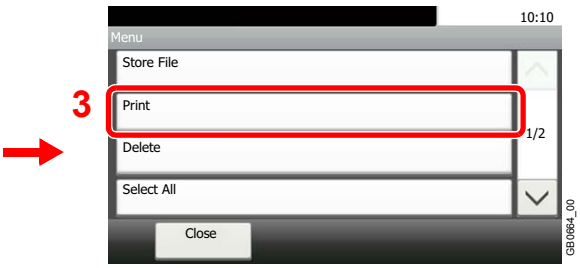
Use this procedure to print an original stored in a Polling box.

1 Display the screen.

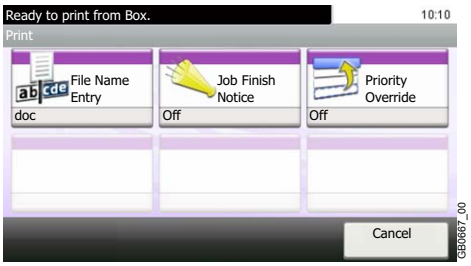


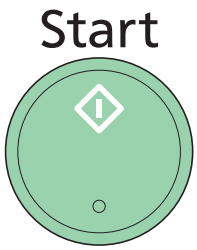
2 Select the original.





3 Print



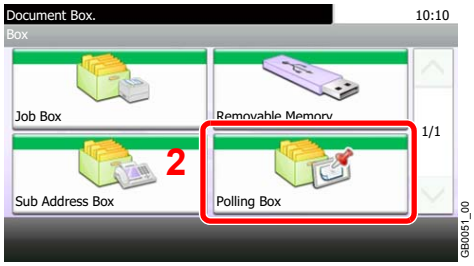


Enter a file name and set Job Finish Notice, and press the **Start** key. Printing starts.

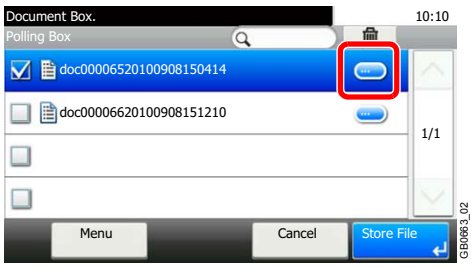
Checking Details

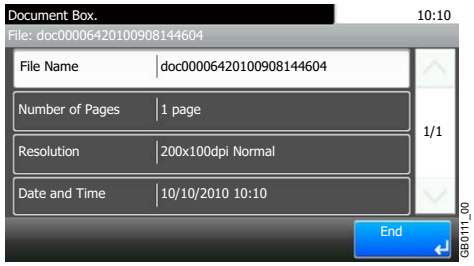
Use this procedure to check the details of an original stored in a Polling box.

1 Display the screen.



2 Select the original.





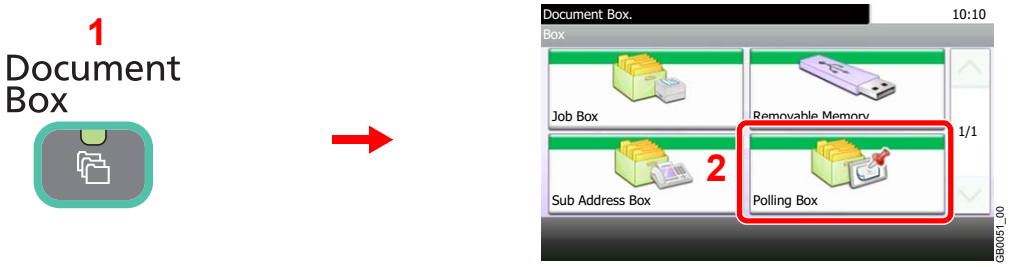
Press […] for the document whose details you want to check. The details of the selected document are displayed.

Deleting Originals in a Polling Box

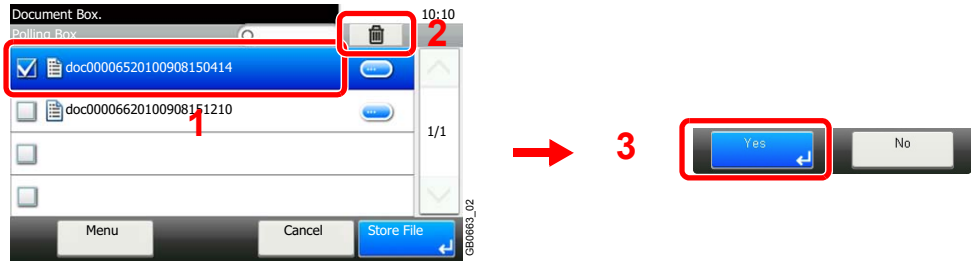
Use this procedure to delete an original stored in a Polling box.

NOTE
If Delete Transmitted File is set to [On], originals are automatically deleted following polling transmitted. (Refer to page *6-26*.)

1 Display the screen.



2 To delete



Select the document you want to delete and press [(Delete)] (the trash can icon).

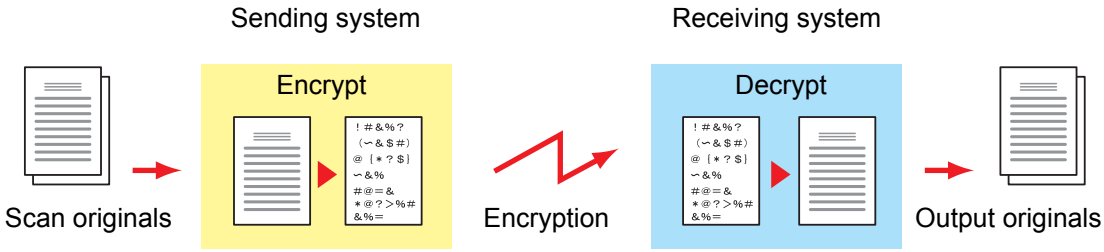
Encryption

This method allows you to communicate with originals encrypted by the sending system. Therefore, even when a third party tries to view the originals in the middle of communication by some means, the third party is prevented from knowing the actual contents of the originals. The originals received are reverted to the originals as they were before transmission (decrypted) by the receiving system, and printed. This is an extremely effective communication method for sending confidential documents that are not to be opened by a third party.

IMPORTANT

In order to use encryption communication, the fax of the other party needs to be an our brand system with the same type of encryption functions.

In encryption communication, in order to encrypt and decrypt originals, the sending and receiving systems must use the same 16-digit encryption key. When the encryption key differs between the sending system and the receiving system, the encryption cannot be conducted. Therefore, the sending system and the receiving system need to have the same encryption key and 2-digit key No. registered in advance.



Description of settings at sending and receiving systems

Settings	Sending system	Receiving system	Reference page
Encryption Key No.	(A) 2 digits	(B) 2 digits	*6-36*
Encryption Key	(C) 16 digits	(C) 16 digits	*6-36*
Key No. of Address Book (or when the number is directly dialed)	(A) 2 digits	—	*6-39*
Receiving system encryption box number*	(D) 4 digits	—	*6-39*
Encryption Box No.*	—	(D) 4 digits	—
Key No. in reception setting	—	(B) 2 digits	*6-42*

* When the machine receives originals, the Encryption Box is not used.

NOTE

Set the same characters for the numbers indicated by the same letter in parentheses. For example, the same characters should be used as the encryption key (C) in both the sending and receiving systems.

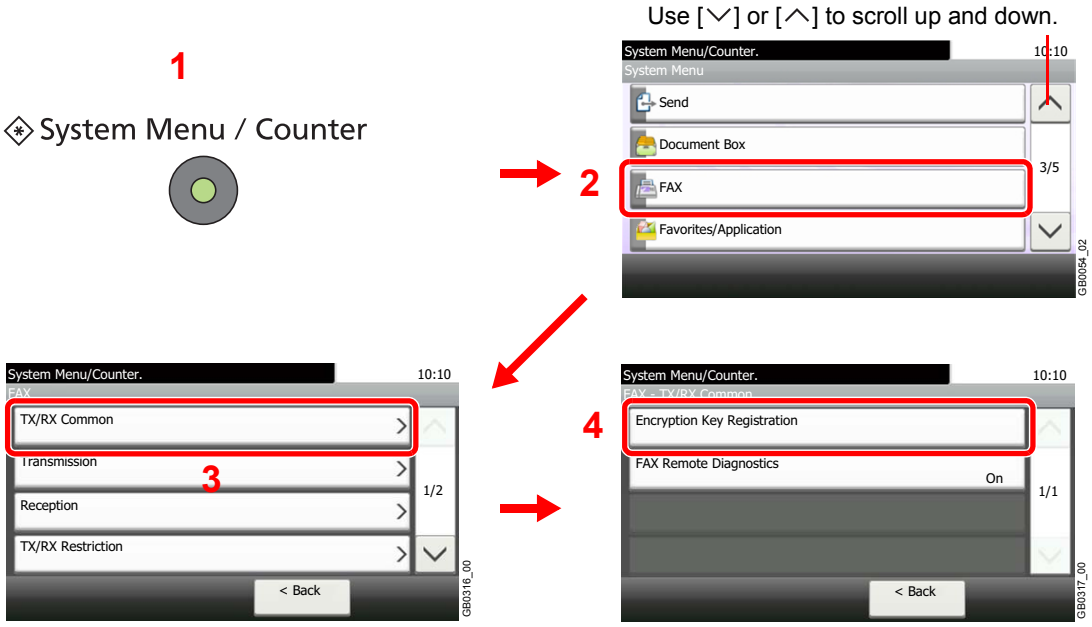
Registering an Encryption Key

An encryption key is required when registering the Address Book used for encryption communication (the other party is directly entered using the numeric keys) in the sending system and when setting encryption in the receiving system.

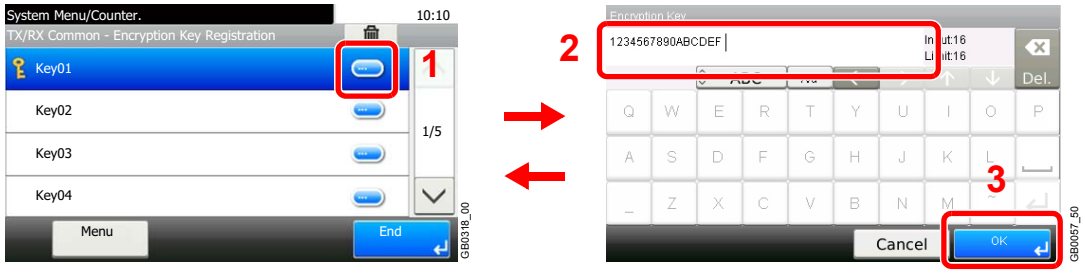
For the creation of the encryption key, numbers from 0 to 9 and letters from A to F are arranged to form 16 numbers and/or letters arbitrarily.

NOTE
Up to 20 encryption keys can be registered.

1 Display the screen.



2 Configure the function.



Press […] for the unregistered encryption key, enter the 16-digit encryption key, and press [OK].

To register other encryption keys, repeat step 2.

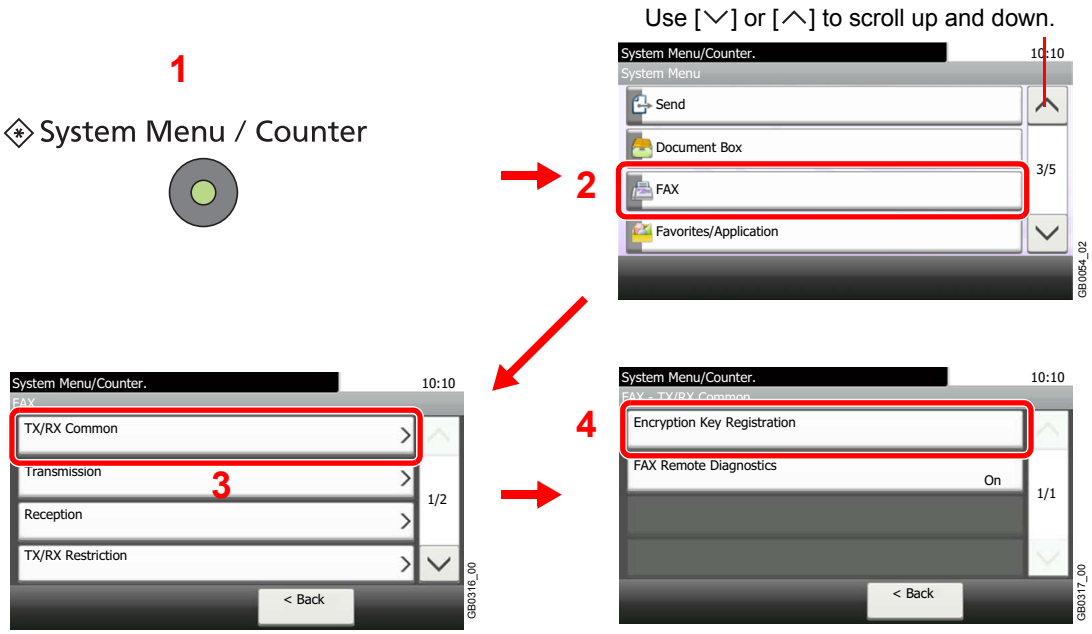
NOTE
Use numbers (0 to 9) and alphabetical letters (A to F) to register the encryption key.

3 Finish registration.

Press [End].

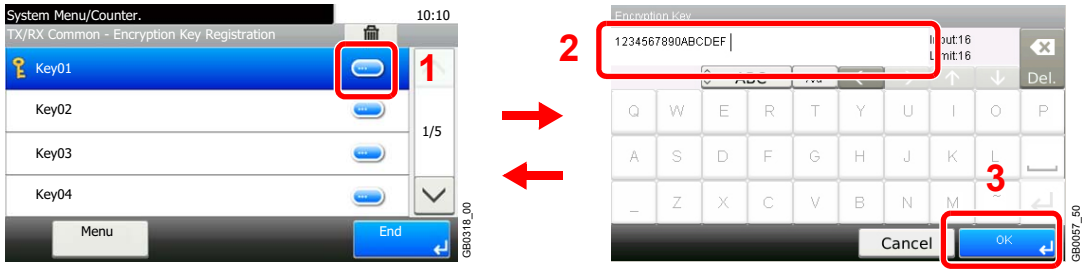
Changing and Deleting Registration Contents of Encryption Key

1 Display the screen.



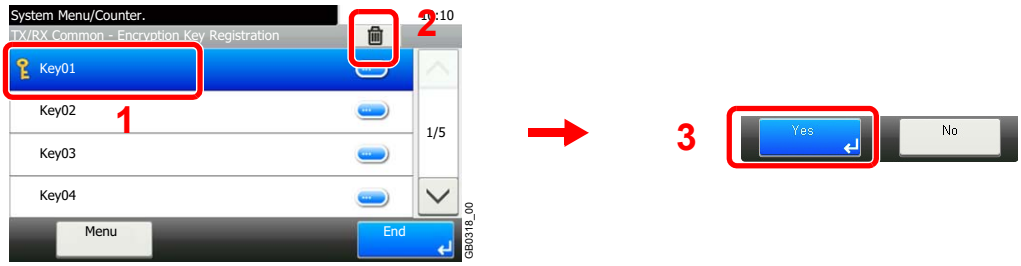
2 Change/Delete.

Changing



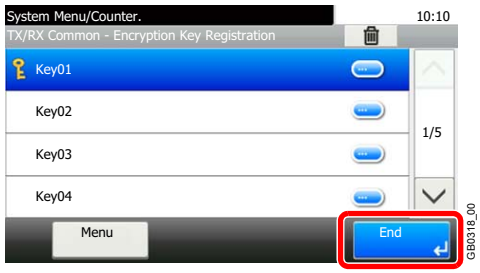
Press […] for the encryption key you want to change, enter the new encryption key, and press OK.

Deleting



Select the encryption key you want to delete, and press [(Delete)] (the trash can icon).

3 Finish changing/deleting.



Press [End].

Using the Encrypted Transmission

When sending originals by encrypted transmission, use the Address Book registered for encryption or set encrypted transmission when dialing directly using the numeric keys.

NOTE
Encrypted transmission can be also used in broadcast transmission. With encryption communication, you cannot conduct sub address transmission.

1 Register the encryption key ahead of time.

Register the encryption key that you decided upon with the recipient.

For the procedure for registering an encryption key, refer to *Registering an Encryption Key on page 6-36*.

2 Press the FAX key.

3 Place the originals.

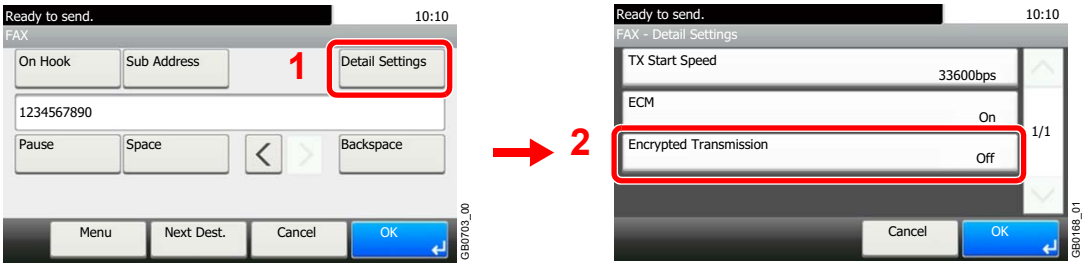
4 Specifying destination.

Press [Add Dest.] and enter the fax number of the other party.

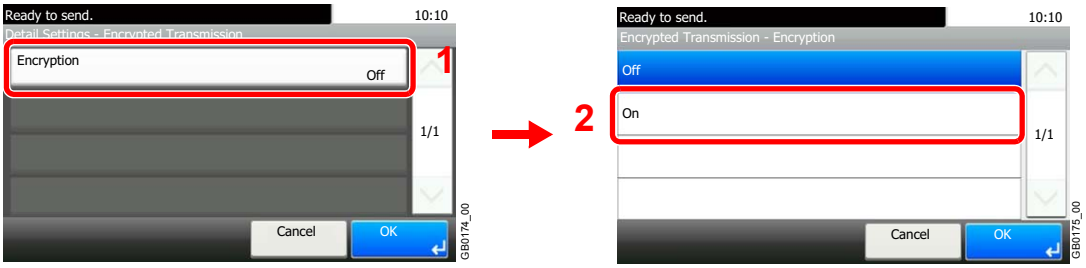
NOTE
When encrypted transmission has been set to a destination in the Address Book or One touch keys, you can use the destination.

5 Turn on encrypted transmission.

1 Display the screen.



2 Select [On] for encryption.

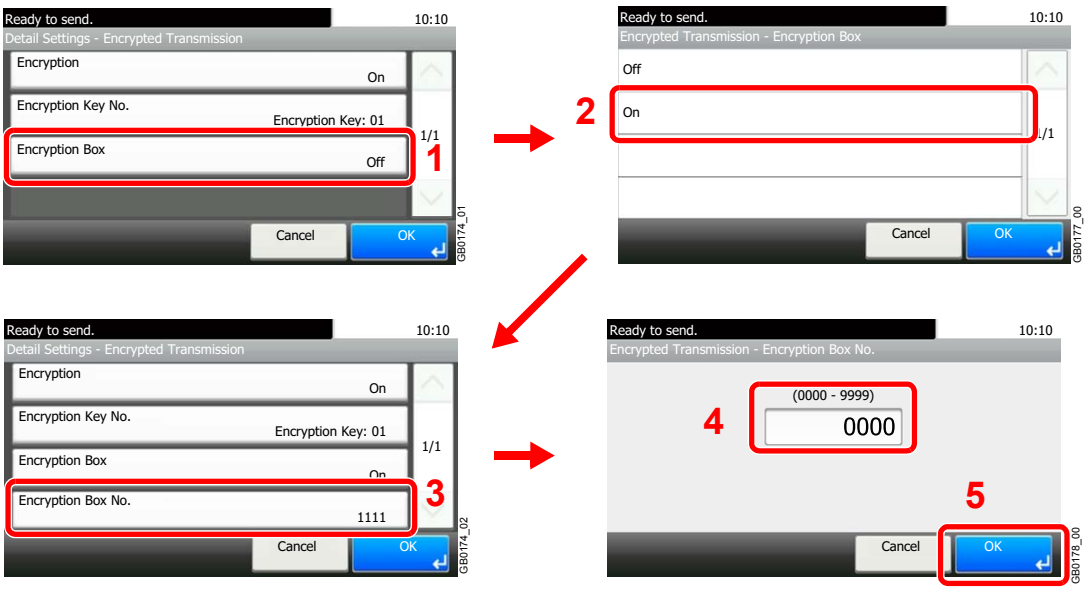


3 Select the encryption key number.

Select the encryption key number that you used to register the encryption key that you decided upon with the recipient.

For the procedure for registering an encryption key, refer to *Registering an Encryption Key on page 6-36*.

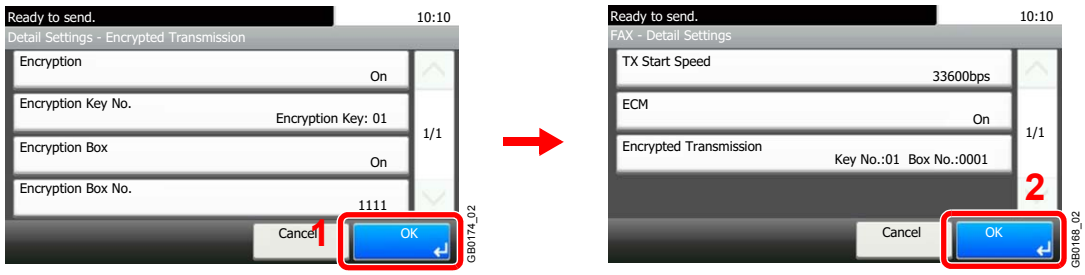
4 Select the encryption box.



If you need to select an encryption box, set the box.

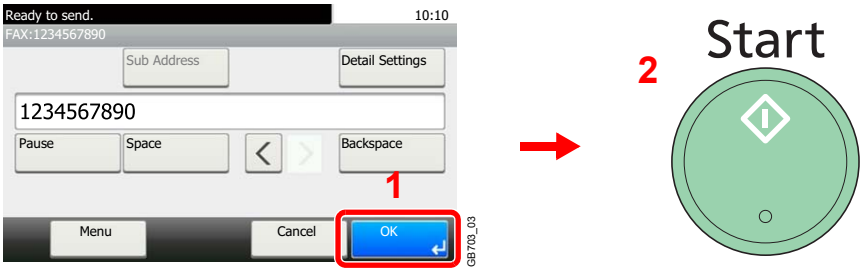
To enter the encryption box number, enter the box number (0000 to 9999) with the numeric keys and press [OK].

5 Finish the encrypted transmission settings.



Press [OK].

6 Send Start



Press the **Start** key. The transmission will start.

NOTE

When *On* is selected in *Dest. Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 8-14*.

Setting the Encrypted Reception

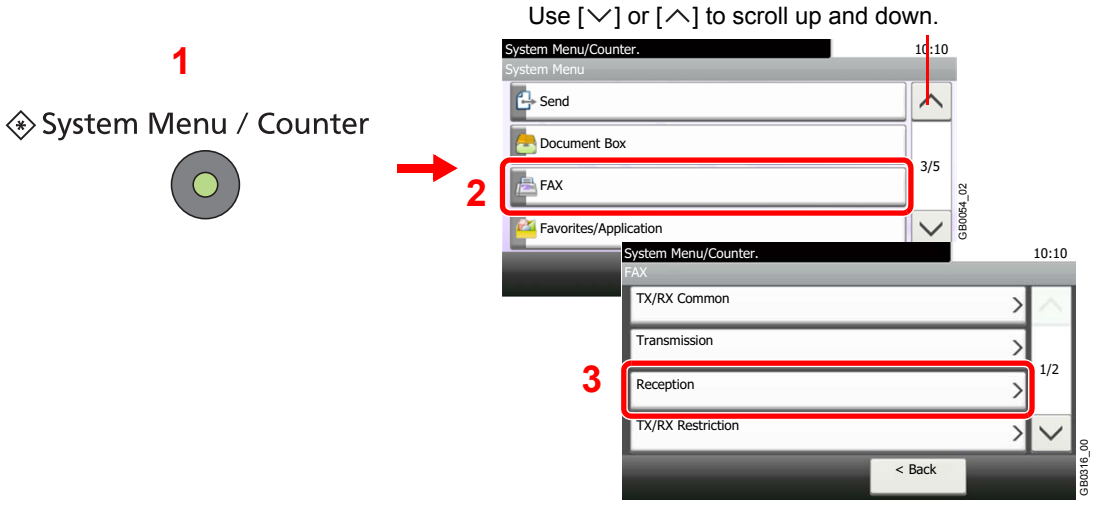
To conduct encryption communication operating the receiving system, follow the steps below.

1 Register the encryption key ahead of time.

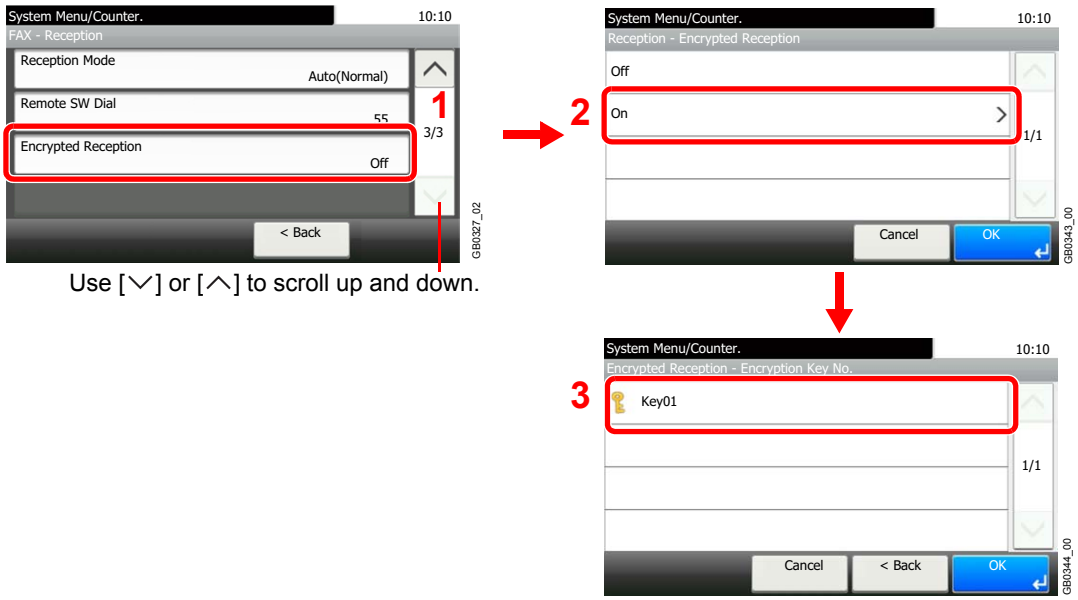
Register the encryption key that you decided upon with the sender.

For the procedure for registering an encryption key, refer to *Registering an Encryption Key on page 6-36*.

2 Display the screen.



3 Turn on encrypted reception.



To turn on encrypted reception, select [On] and select the encryption key number.

Select the encryption key number that you used to register the encryption key that you decided upon with the sender.

The machine receives the encrypted originals from the sender of the specified encryption key.

Network FAX

The Network FAX function enables any PC, which is networked to the machine, to perform sending and receiving of faxes. Its primary features include the following.

- PC-prepared document can be sent and received by fax without being printed out.
- An Address Book (in the machine/PC) can be used to specify a desired destination.
- Addition of a cover page.
- Transmission and printing can be done simultaneously.
- E-mail reporting of the transmission result.
- Sub address transmission is available.
- Operation is as simple as printing.

Flow of Network FAX Sending

Network FAX sending is performed in the following sequence.

Prepare a document using a PC networked to this machine.

▼

Forward the document data from the PC to this machine using the same operation as for printing.

▼

The machine sends the document data to another fax machine.

▼

The other fax machine receives the data.

Flow of Network FAX Receiving

Network FAX receiving is performed in the following sequence.

Another fax machine sends a fax to this machine.

▼

The machine receives the fax.

▼

The machine sends the fax data to a networked PC using the memory forwarding function.

▼

The PC networked to this machine receives the data.

NOTE
The memory forwarding function allows not only reception by the networked PC, but also forwarding of the received fax by e-mail or forwarding to another fax machine.

Setup

The following preparation is needed before using Network FAX.

Flow of Setup

Connection to a PC

Connect the machine to a PC using the network cable. For details, refer to the machine's Operation Guide.

Machine Registration

Using the memory transmission function, select the recipient PC or file format.

NOTE
Use the memory transmission function to forward the received fax to the PC or forward it as an e-mail attachment. For details, refer to *Memory Forwarding on page 6-2*.

Installing Software on the PC

Install the dedicated software (included in the supplied DVD) on your PC required to use Network FAX. For details, refer to *Installing the Network Fax Driver on page 6-45*.

Network FAX Driver Operation Guide

The Network FAX Driver Operation Guide (Online Manual) is contained in the included DVD in PDF (Portable Document Format). The main contents include the following.

- Installing Network FAX Driver
- Performing Network FAX Sending
- Specifying the Network FAX Transmission Settings
- Specifying the Cover Letter Settings

Opening the Online Manual

Follow the steps below to refer to the online manual.

1. Insert the DVD supplied with the machine into the DVD drive. An explanation of the licensing agreement is displayed. If you agree to the terms of the agreement, click Accept. The main menu screen then appears.
2. Click Software Documentation and then Network FAX Driver. The online manual appears.

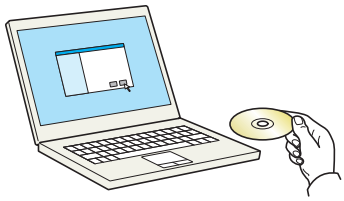
NOTE
Adobe Reader 8.0 or later needs to be installed to view the online manual.

Installing the Network Fax Driver

The procedure for installing the Network Fax Driver is explained below. (The screens in Windows 7 are shown.)

NOTE
For the detailed installation procedure, refer to *Network FAX Driver Operation Guide*.

1 Insert the DVD.



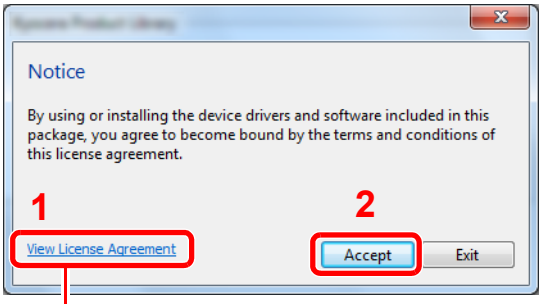
NOTE
Installation on Windows must be done by a user logged on with administrator privileges.

If the **Welcome to the Found New Hardware Wizard** dialog box displays, select **Cancel**.

If the autorun screen is displayed, click **Run setup.exe**.

If the user account management window appears, click **Yes** (**Allow**).

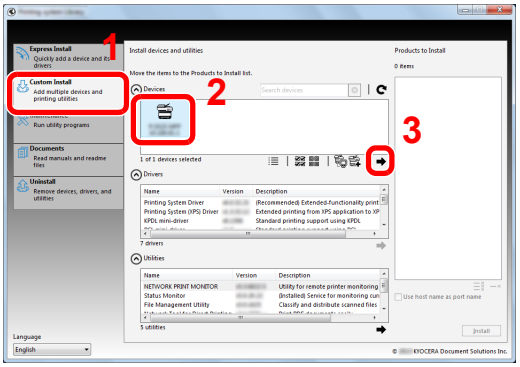
2 Display the screen.


Notice
By using or installing the device drivers and software included in this package, you agree to become bound by the terms and conditions of this license agreement.
1
2
View License Agreement
Accept
Exit

Click **View License Agreement** and read the License Agreement.

3 Install using Custom Install.

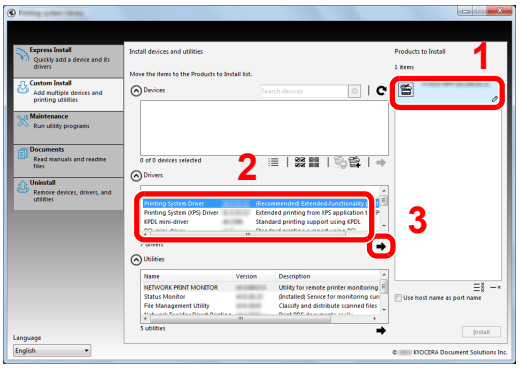
1 Select the device to be installed.



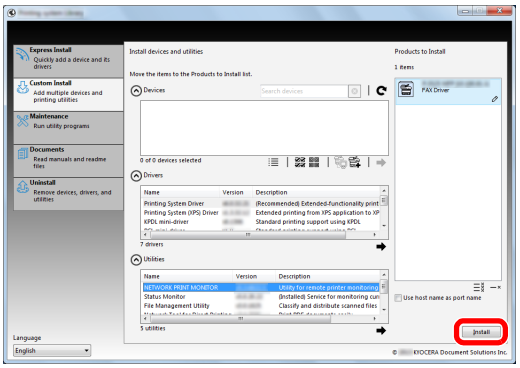
NOTE

The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable and that it is turned on and click (Reload).

2 Select FAX Driver.



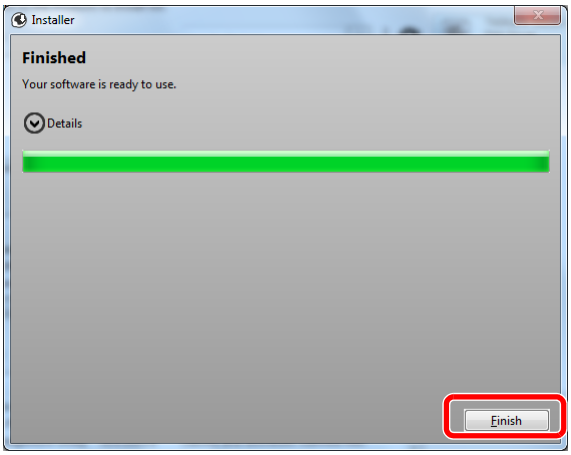
3 Click **Install**.



NOTE

If the Windows security window appears, click **Install this driver software anyway**.

4 Install using Custom Install.



Click **Finish** to exit the wizard.

If a system restart message appears, restart the computer by following the screen prompts. This completes the printer driver installation procedure.

Basic Transmission

1 Create the document to be sent.

1 Use an application on your computer to create the document to be sent.

2 Select [Print] from the File menu. The Print dialog box for the application that you are using will appear.

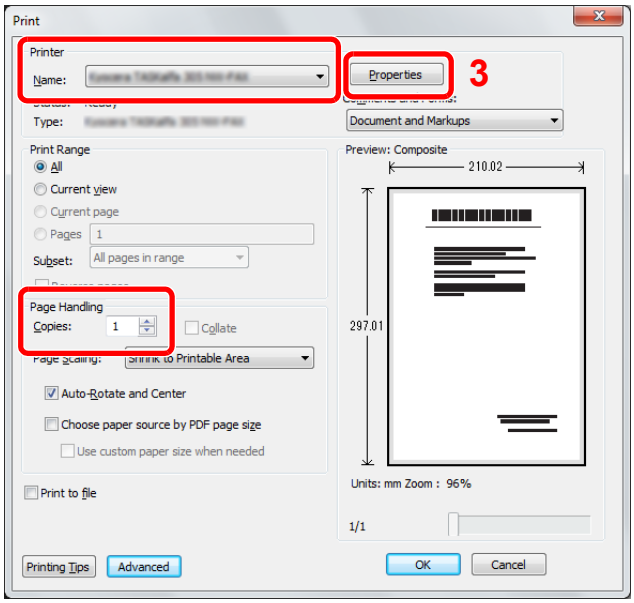
2 Select settings in the Print dialog box.

1 Select the product name of the machine to be used in the printer name list.

2 Set the print range and other settings.

NOTE

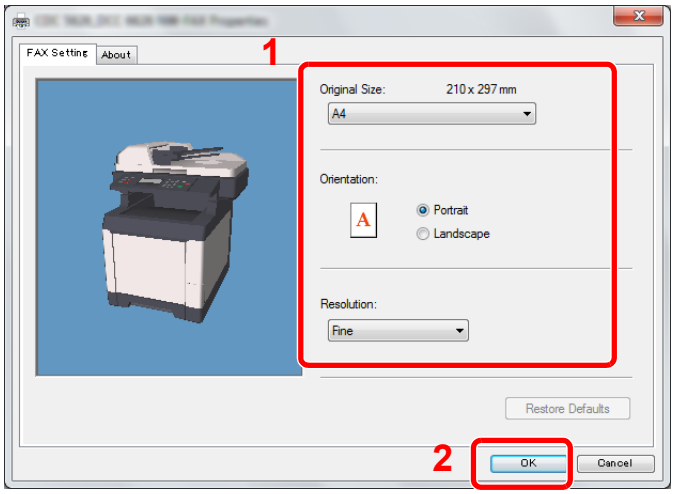
Make sure that the number of copies is set to 1. The following screen is an example. The actual dialog box will vary depending on the application that you are using.



3 Click [Properties] to open the Properties window.

3 Select settings on the FAX Setting tab.

1 Specify fax settings such as the original size on the FAX Setting tab, and click [OK].



For detailed information on the settings on the tab, refer to *Configuring the Driver Default Settings on page 6-50*.

2 You will return to the Print dialog box for the application. Click [OK]. The Transmit Settings dialog box will appear.

4 Select settings in the Transmit Settings dialog box.

You can specify settings such as a transmission time or a sub-address in the Transmit Settings dialog box.

For details on the settings, refer to *Network FAX Driver Operation Guide*.

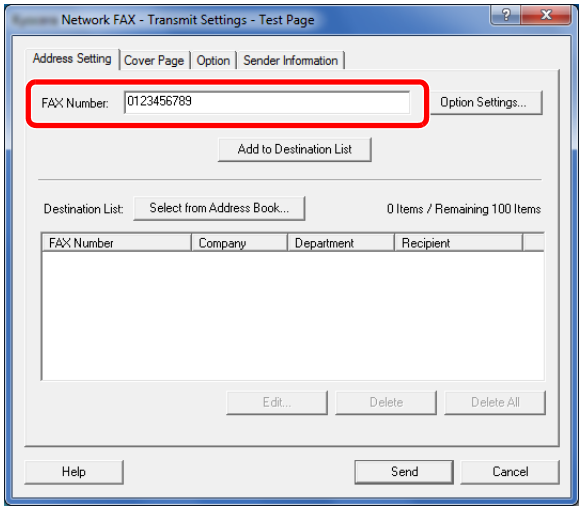
5 Specify a cover page.

To include a cover page, select settings on the [Cover Page] tab.

For details on the settings, refer to *Network FAX Driver Operation Guide*.

6 Set the destination.

1 Use the keyboard to enter the destination fax number.

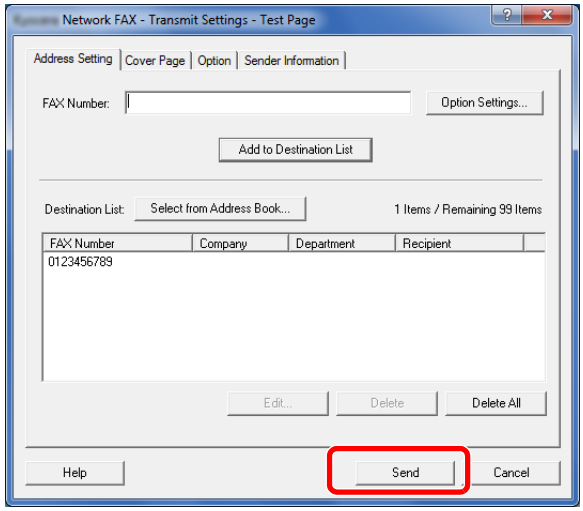


2 Click [Add to Destination List]. The destination information will appear in the address list. To send to multiple destinations, repeat this operation.

3 To use the Address Book, click [Select from Address Book] and select the destination.

For the procedures for using and registering destinations in the Address Book, refer to *Network FAX Driver Operation Guide*.

7 Send



Click [Send]. Transmission will begin.

Configuring the Driver Default Settings

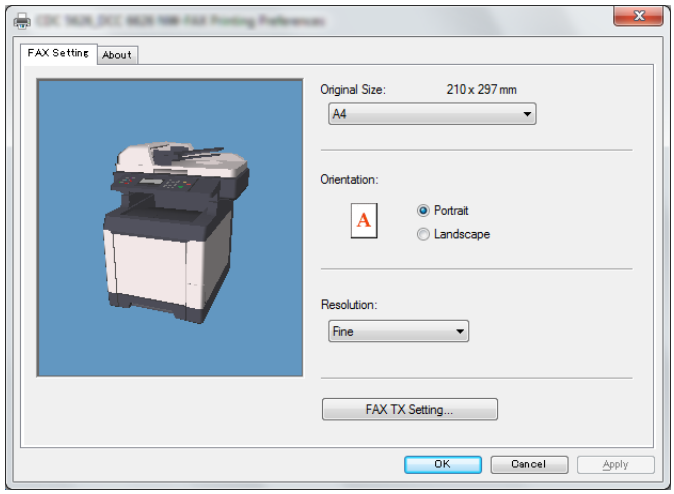
Use the FAX Setting tab of the print settings screen to set the original size and other transmission conditions.

1 Display the screen.

1 From the start button, click [Control Panel], [Hardware and Sound], and [Devices and Printers].

2 Right-click the product name of the machine you are using and select [Printing preferences] from the drop-down menu. The Printing Preferences screen will open.

2 Select settings.



The following settings can be specified.

Item	Description
Original Size	Select the size of the document being transmitted from the drop-down list. Available settings: Letter, Legal, Statement, A4, A5, Folio and B5(JIS)
Orientation	Specify whether the orientation of the document is portrait or landscape. Available settings: Portrait, Landscape
Resolution	Select the resolution of the document to be transmitted from the drop-down list. Available settings: Normal, Fine, Ultra fine
FAX TX Setting	Click [FAX TX Setting] to change the default settings for fax transmission. The Default Settings dialog box will appear. For detailed information on the settings, refer to *Network FAX Driver Operation Guide*.

7 Using a Connected Telephone

This chapter explains the following topics:

FAX/TEL Auto Switch Reception 7-2
FAX/Answering Machine Auto Switch Reception 7-4
DRD Reception (Available for inch versions only) 7-6
Manual Send 7-8
Manual Reception 7-9
Remote Switch Function 7-10

FAX/TEL Auto Switch Reception

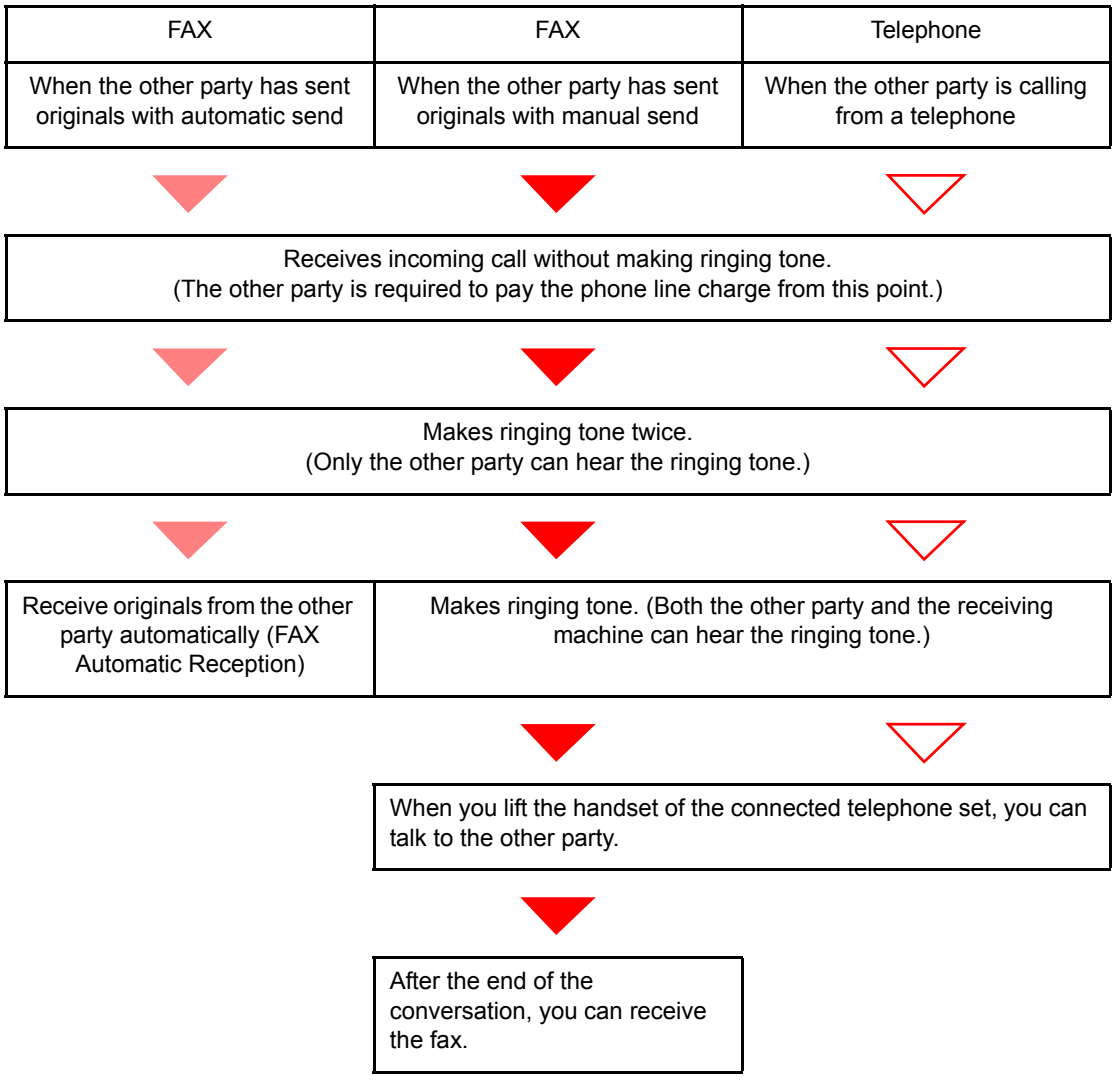
This reception method is convenient when using both telephone and fax on a single telephone line. When fax originals have been sent, the machine automatically receives them, and when the other party is calling from a telephone, the machine makes a ringing tone urging the user to respond.

IMPORTANT

In order to use FAX/TEL Auto Switch Reception, it is necessary to connect a telephone set (commercially available product) to the machine.

After the telephone has made a ringing tone for the preset number of times, the other party is required to pay phone line charges even if the receiving system does not respond.

Flow of reception


FAX
FAX
Telephone
When the other party has sent originals with automatic send
When the other party has sent originals with manual send
When the other party is calling from a telephone
Receives incoming call without making ringing tone.
(The other party is required to pay the phone line charge from this point.)
Makes ringing tone twice.
(Only the other party can hear the ringing tone.)
Receive originals from the other party automatically (FAX Automatic Reception)
Makes ringing tone. (Both the other party and the receiving machine can hear the ringing tone.)
When you lift the handset of the connected telephone set, you can talk to the other party.
After the end of the conversation, you can receive the fax.

NOTE

At the end of the conversation, you can also manually receive the originals. (Refer to *Manual Reception on page 7-9*.)

Preparation:

Refer to *Reception Mode on page 9-8* to select [Auto (FAX/TEL)].

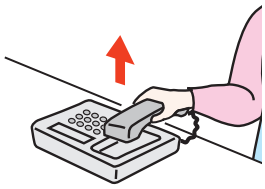
1 The telephone rings.

The connected telephone set makes a ringing tone. Note that if [0] (zero) is set as the number of rings (for FAX/TEL Auto Switch), the connected telephone does not ring.

NOTE
You can change the number of times the ringing tone rings. (Refer to *Reception on page 9-8*.)

2 Answer the call.

When the call is from a telephone



1 The machine makes a ringing tone urging the user to respond. Lift the handset of the telephone within 30 seconds.

NOTE
If you do not lift the handset within 30 seconds, the machine switches to fax reception.

2 Talk to the other party.

NOTE
At the end of the conversation, you can manually receive the originals. (Refer to *Manual Reception on page 7-9*.)

When the call is from a fax

The machine starts receiving fax originals.

FAX/Answering Machine Auto Switch Reception

This method is convenient when using both the answering machine and fax. When fax originals have been sent, the machine receives them automatically, and when the call is from a telephone, the machine follows the functions of the connected answering machine. Therefore, when the user is absent, the other party can leave a message on the answering machine.

IMPORTANT

When using FAX/Answering Machine Auto Switch Reception function, if a silence continues for at least 30 seconds before one minute passes after the machine has received a call from the other party, the machine's silence detection function comes into operation and the machine switches to fax reception.

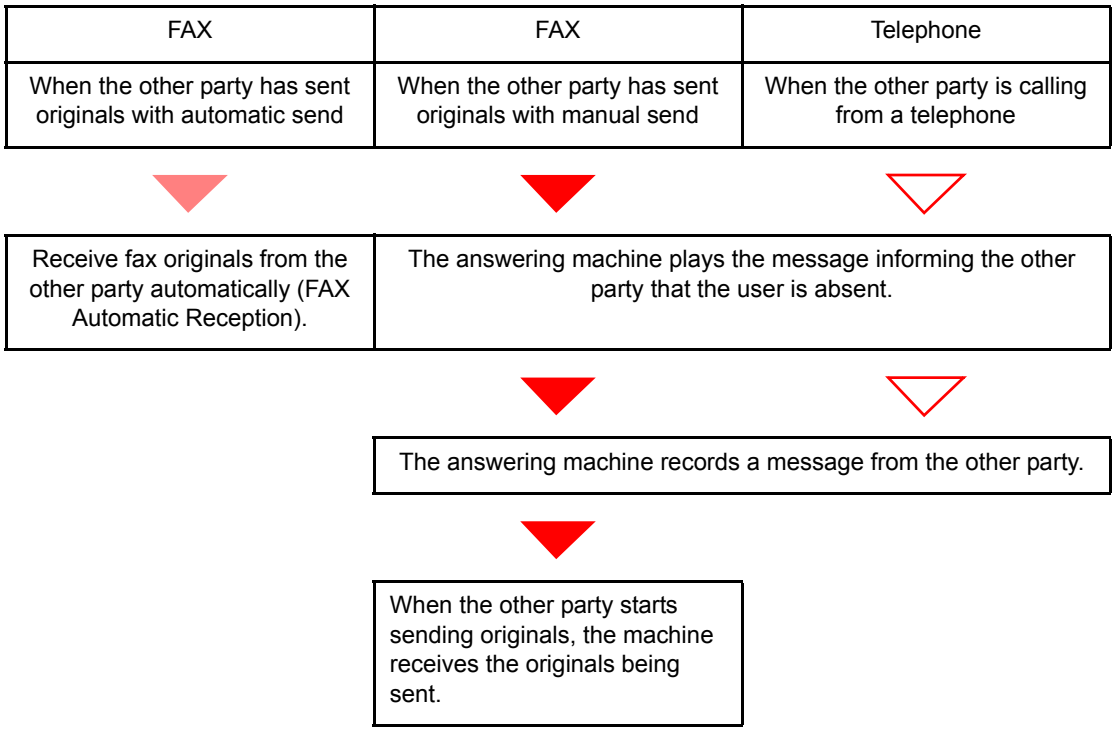
NOTE

In order to use FAX/Answering Machine Auto Switch Reception, it is necessary to connect an answering machine-equipped telephone set (commercially available product) to the machine.

For details, such as responding to messages, refer to the Operation Guide of each answering machine.

Set the number of rings to be made by the machine more than the number of rings to be made by the answering machine. (Refer to *Reception on page 9-8*.)

Flow of reception


FAX
FAX
Telephone
When the other party has sent originals with automatic send
When the other party has sent originals with manual send
When the other party is calling from a telephone
Receive fax originals from the other party automatically (FAX Automatic Reception).
The answering machine plays the message informing the other party that the user is absent.
The answering machine records a message from the other party.
When the other party starts sending originals, the machine receives the originals being sent.

Preparation:

Refer to *Reception Mode on page 9-8* to select [Auto (TAD)].

1 The telephone rings.

The connected telephone set makes ringing tone the set number of times.

NOTE
If you lift the handset while the telephone set is still making the ringing tone, the machine enters a status the same as manual reception. (Refer to *Manual Reception on page 7-9*.)

2 The answering machine responds.

When the call is from a telephone, but the user is absent

The answering machine plays a response message, and starts recording the other party's message.

NOTE
When silence continues for at least 30 seconds during recording, the machine switches to fax reception.

When the call is from a fax

The machine starts receiving fax originals.

DRD Reception (Available for inch versions only)

This reception mode utilizes the Distinctive Ring Pattern service available through some telephone companies. With this service, you can use two or more fax numbers on a single telephone line. Thus, you can use this fax and a telephone on the same line, and you can still designate a different fax number for each of them. As each number is given a different ring pattern, the machine is able to differentiate between incoming calls. If one of these numbers is designated for the machine, and a desired ring pattern is designated for that number in advance, fax reception will be initiated automatically whenever the machine detects the ring pattern distinctive to the fax.

NOTE
Using DRD Reception to receive a telephone call is only possible if a separately purchased telephone is connected to the machine. DRD reception is only possible if you subscribe to the Distinctive Ring Pattern service provided by your telephone company. Contact your telephone company for further information on the Distinctive Ring Pattern service available.

Flow of reception

FAX	Telephone
If the other party has dialed your fax number...	If the other party has dialed your telephone number...
▼	▽
Telephone company	
▼	▽
The fax machine will ring using the predetermined ring pattern for a fax and fax reception will start automatically. (The fax will handle the call using the Automatic FAX Reception mode.)	The fax machine will ring using the predetermined ring pattern for a telephone call. Conversation is possible with the other party if you answer the telephone that is connected to this fax machine.

Preparation:

Refer to *Reception Mode on page 9-8* to select [Auto (DRD)].

1 The telephone rings.

When a call comes in, the telephone will ring.

NOTE
If you lift the handset while the telephone is still ringing, the machine will deal with the call in the same manner as standard Manual FAX Reception. For details, refer to *Manual Reception on page 7-9*.

2 Answer the call.

The machine will then ring using the predetermined ring pattern.

When the call is from a telephone

Lift the handset and speak with the other party. When the conversation is over, fax reception can be initiated manually.

When the call is from a fax

Once the ringing tone stops, fax reception will start automatically.

Manual Send

When you want to talk to the person at the receiving system or the receiving system needs to switch to fax, use this method to send originals.

1 Place the originals.

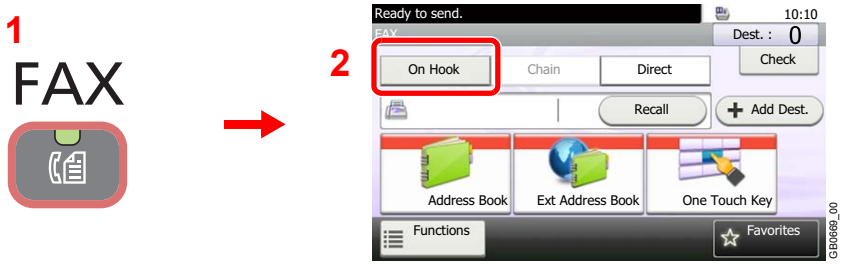
2 Dial the destination.

Lift the handset, and dial the number of the receiving system.

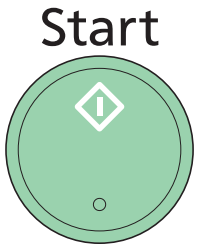
3 Check if the telephone line has connected to the fax of the receiving system.

If the destination is a fax machine, you will hear a long high beep sound. If a person answers, you can talk to that person.

4 Press [On Hook].



5 Press the Start key.



Transmission begins.

6 Replace the handset.

When sending starts, return the handset to its original position.

Manual Reception

Use this method when you want to receive originals after talking to the person at the sending system.

NOTE
FAX Automatic Reception has been preset for the receiving mode of this machine. To use Manual Reception, you need to change the receiving mode to Manual Reception. To change to manual mode, refer to *Reception Mode on page 9-8*.

1 The telephone rings.

When there is an incoming call, the telephone connected to the machine makes a ringing tone.

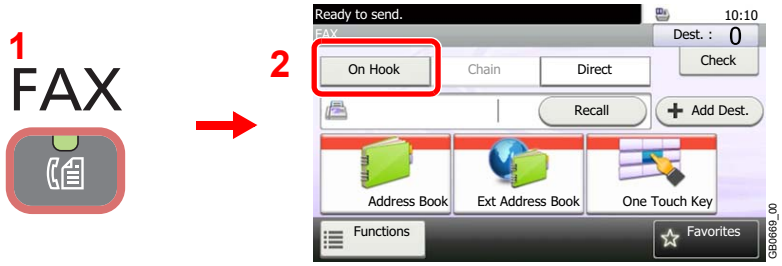
2 Lift the handset.

Lift the handset of the telephone.

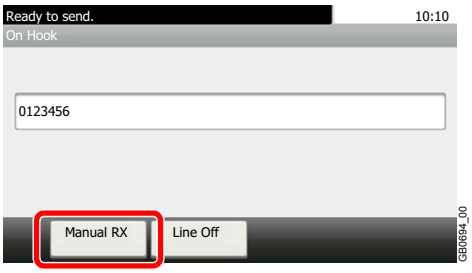
3 Check if the telephone line has connected to the fax of the sending system.

If the destination is a fax machine, you will hear soft beep sounds. If a person answers, you can talk to that person.

4 Press [On Hook].



5 Press [Manual RX].



Reception will start.

NOTE
When using a telephone set that can send tone signals, use the telephone to start the reception of originals with the remote switch function. (Refer to *Remote Switch Function on page 7-10*.)

6 Replace the handset.

When reception starts, return the handset to its original position.

Remote Switch Function

You can start fax reception by operation from the connected telephone set. This function is convenient for using this machine and a telephone set (commercially available product) in combination installed at places distant from each other.

NOTE
In order to use remote switch, it is necessary to connect the tone signal-sending telephone set (commercially available product) to the machine. However, even if it is a tone signal-sending telephone set, this function may not be used satisfactorily depending on the type of telephone set. For details, contact our agent or the store where you purchased this machine.

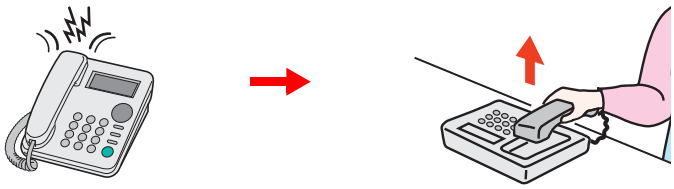
The remote switch dial is set to 55 at the factory.

The remote switch dial number can be changed. Refer to *Reception on page 9-8*.

Using the Remote Switch Dial

To start fax reception by operation from the connected telephone set, use the following operation.

1 The connected telephone set makes a ringing tone.



Lift the handset of the telephone.

NOTE
You can change the number of times the ringing tone rings. (Refer to *Reception on page 9-8*.)

2 Press the remote switch dial number (2 digits).

When you hear the fax tone from the handset, enter the two-digit remote switch dial number using the dial button on the telephone set. The telephone line switches to the machine, and reception starts.

8 Checking Transmission Results and Registration Status

This chapter explains the following topics:

Various Tools for Checking Transmission Results and Registration Status 8-2
Checking FAX Job History 8-3
Displaying Job Log Screen 8-3
Printing Administrative Reports 8-4
Send Result Reports 8-4
Report for Job Canceled before Sending 8-5
Recipient Format 8-6
FAX RX Result Reports 8-7
Activity Report 8-9
Printing Activity Reports 8-9
Automatic Printout 8-10
Status Page 8-11
Reporting FAX Receipt Result by E-mail 8-12
Confirmation Screen of Destinations 8-14

Various Tools for Checking Transmission Results and Registration Status

Check the fax transmission results and registration status using the following tools.

Tool	Display Location	Contents to Check	Timing of Check	Reference Page
FAX job history check	Touch panel	History of latest 100 send and receipt results stored	Any time	*8-3*
Send result report / Receipt result report	Report printing	Latest send or receipt result	Automatic printout after every sending or receiving operation (No Print Output or Error Only is also optionally available.)	*8-4*
Activity report	Report printing	Latest 50 send or receipt results	Any time, and automatic printout after every 50 sending/receiving	*8-9*
Status page	Report printing	Registration status of Local FAX Number, Local FAX Name, fax line setting, etc.	Any time	*8-11*
Reporting of FAX receipt result by Email	PC	Fax receipt	Fax reception is reported by e-mail.	*8-12*

Checking FAX Job History

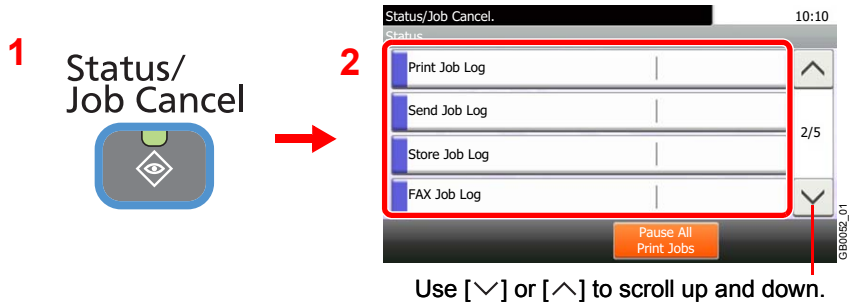
Display the history of the latest 100 each of send and receipt results on the display for checking.

NOTE
Even when job accounting is enabled, 100 each of send and receipt results are displayed regardless of the account ID.

For details of the job history check, refer to the machine's Operation Guide.

Displaying Job Log Screen

1 Display the screen.



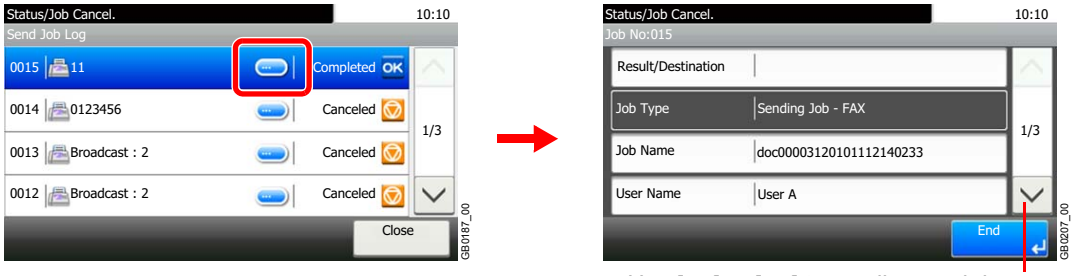
Use [∨] or [∧] to scroll up and down.

Press [Send Job Log] to check send result, [Print Job Log] to check receipt result, and [Store Job Log] to check the results of file storage in Sub Address Boxes and Polling box.

NOTE
Transmission results and reception results can also be checked in the [FAX Job Log].

Press [FAX Job Log]. To check transmission results, press [Outgoing FAX Log]. To check reception results, press [Incoming FAX Log].

2 Check



Use [∨] or [∧] to scroll up and down.

Press […] for the job in the list that you want to check. A screen showing details will appear.

Press [Close] to exit.

Printing Administrative Reports

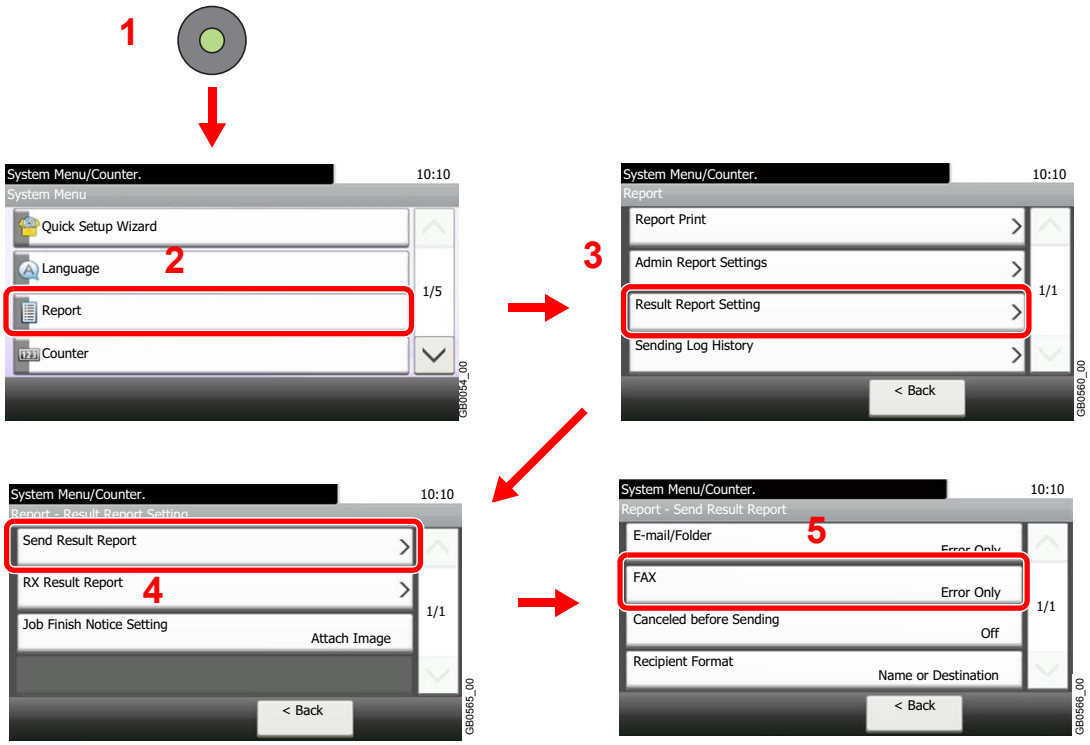
You can print various administrative reports to check the results of fax transmission or the status of the functional setup.

Send Result Reports

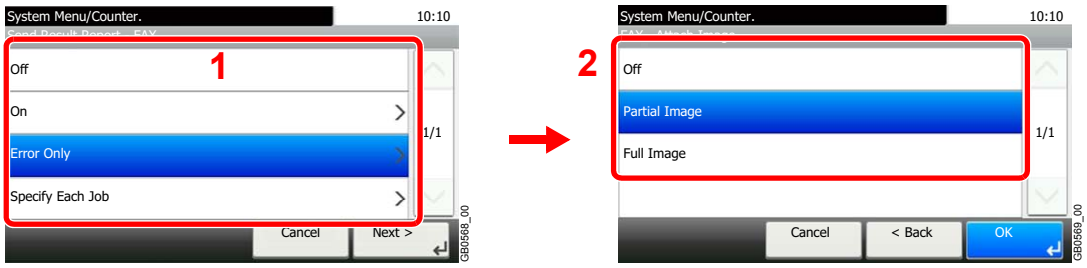
Each time you send a fax, you can print a report to confirm whether the fax was sent successfully. You can also print the transmitted image in the send result report.

1 Display the screen.

System Menu / Counter



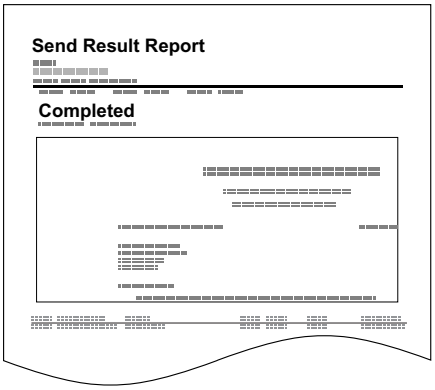
2 Configure the function.



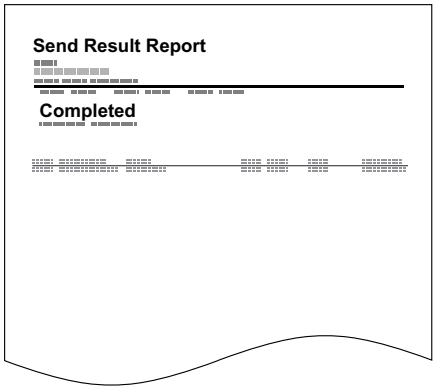
Press [Off] (not to print), [On] (to print), [Error Only] or [Specify Each Job].

If you selected [On], [Error Only] or [Specify Each Job], specify whether the transmitted image is to be attached by selecting [Off] (do not print transmitted image), [Partial Image] (print part of the transmitted image at full size), or [Full Image] (print the entire transmitted image at reduced size).

With transmitted image



Without transmitted



FAX TX Report

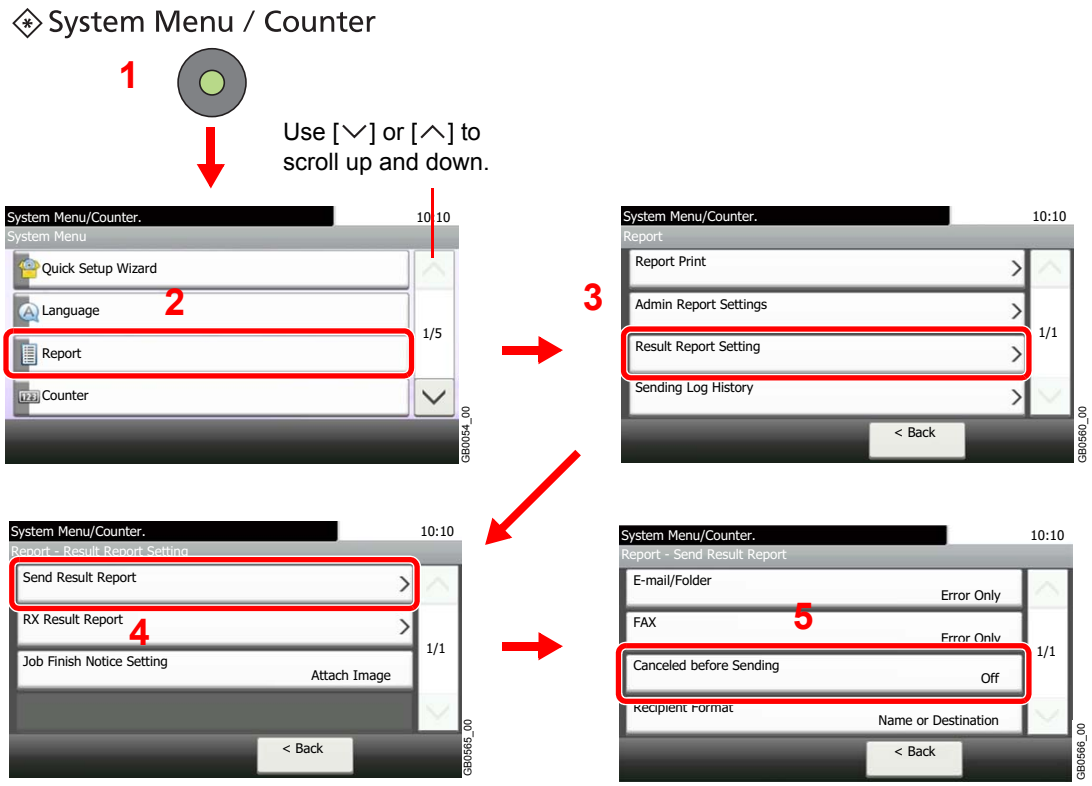
When [Specify Each Job] is selected in the transmission result report settings, you can specify whether a transmission result report is printed when you perform a transmission job.

To print a transmission result report, press [Functions] and then [FAX TX Report] when performing the transmission, and select [On] or [Error only].

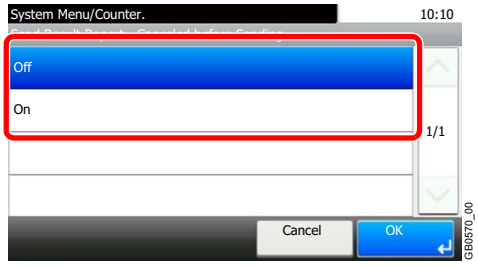
Report for Job Canceled before Sending

Print a send result report when the job is canceled before being sent.

1 Display the screen.



2 Configure the function.



Press [Off], [On].

Recipient Format

Select the Recipient Format for the send result report.

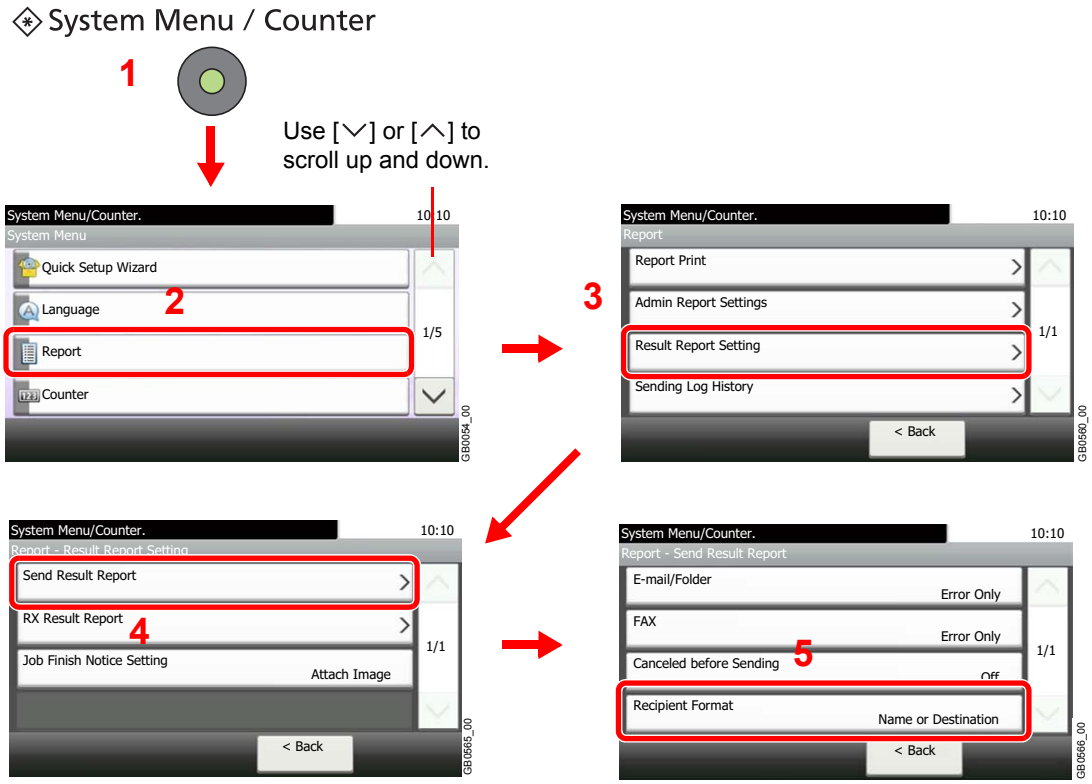
The name and destination that appear on the Send Result Report are taken from the information stored in the address book.

If [Name or Destination] is selected, either the name (destination name) or the destination (FAX No.) stored in the address book is shown.

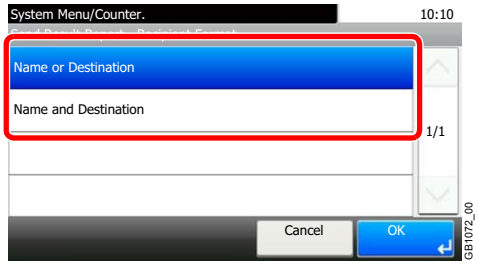
If [Name and Destination] is selected, both the name (destination name) and destination (FAX No.) are shown.

When the destination (e.g. FAX No.) was directly entered, only the destination (FAX No.) is shown.

1 Display the screen.



2 Configure the function.



Press [Name or Destination], [Name and Destination].

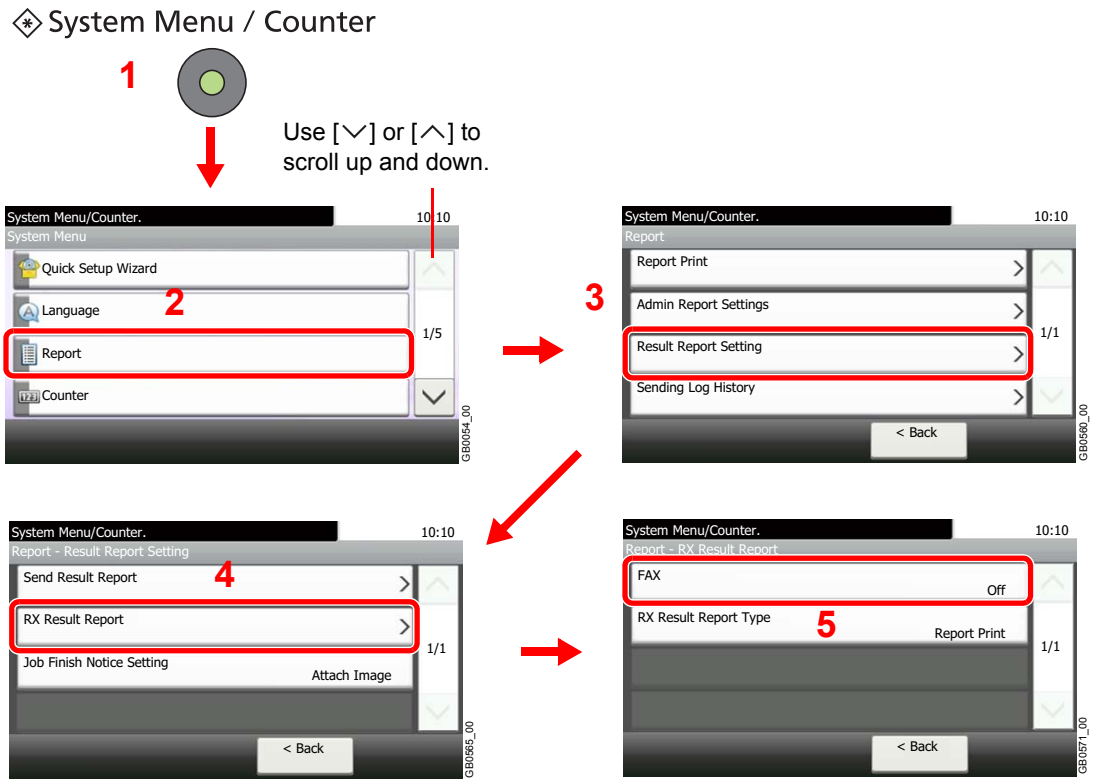
NOTE
This is not displayed if *E-mail/Folder* and *Fax* are both set to [Off] in Send Result Reports.

FAX RX Result Reports

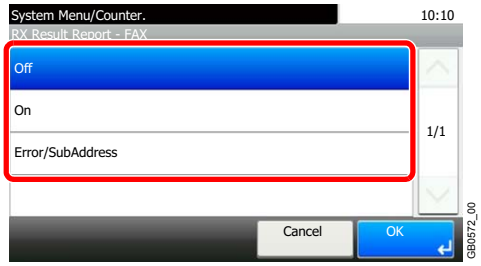
Each time you receive a fax, you can print a report to confirm whether the fax was received successfully.

NOTE
Fax receipt can also be notified by e-mail instead of checking the receipt result report. (Refer to *Reporting FAX Receipt Result by E-mail on page 8-12*.)

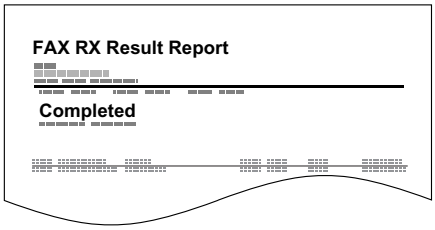
1 Display the screen.



2 Configure the function.



Press [Off] (not to print), [On] (to print), or [Error/SubAddress].



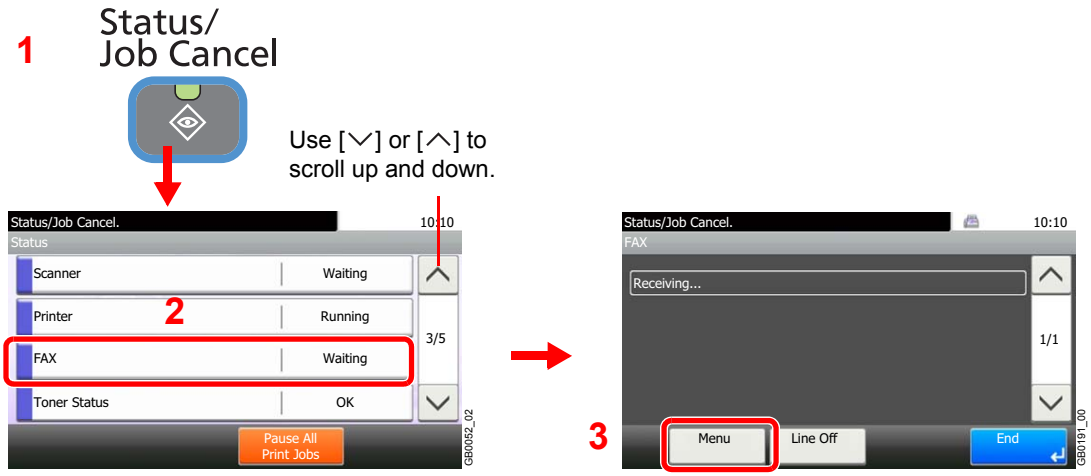
Activity Report

Activity reports are reports of both the sent faxes and the received faxes. Each report lists the history of the latest 50 sent or received fax data. When automatic printout is selected, a report is printed out automatically after every 50 faxes sent or received.

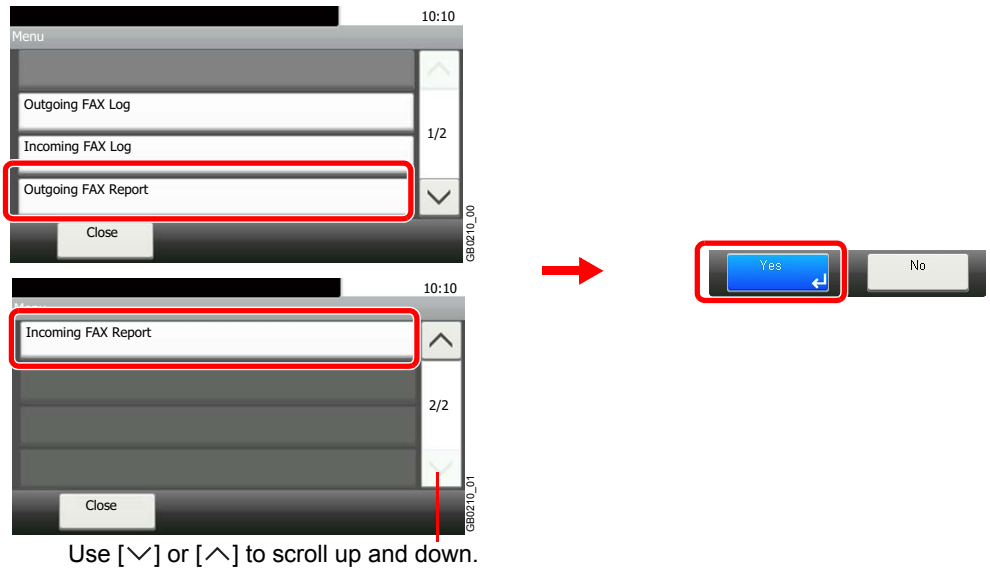
Printing Activity Reports

The latest 50 sent or received fax data are printed as a report.

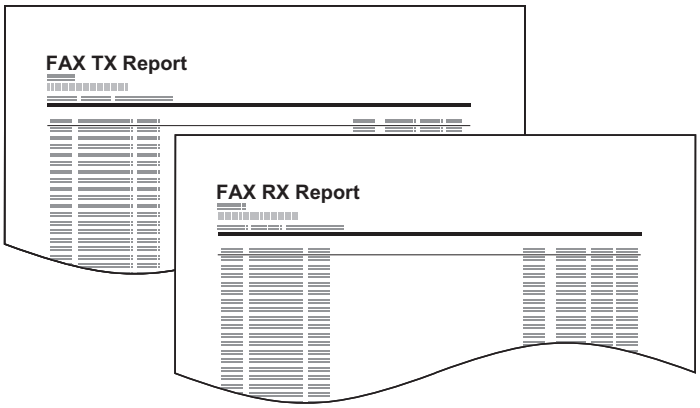
1 Display the screen.



2 Print



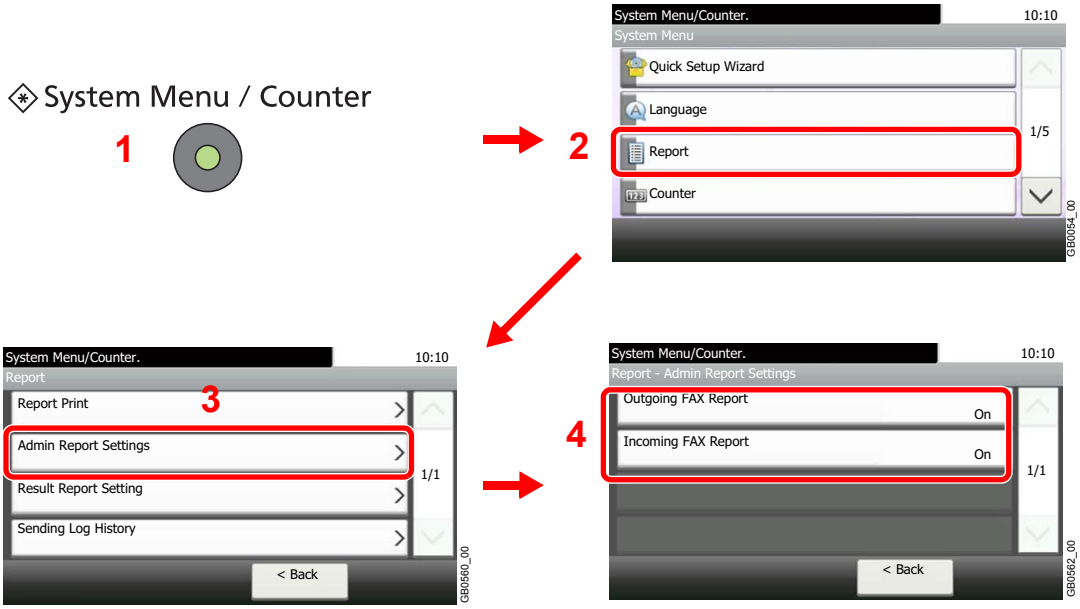
Press [Outgoing FAX Report] to print the sent fax report, and press [Incoming FAX Report] to print the received fax report.



Automatic Printout

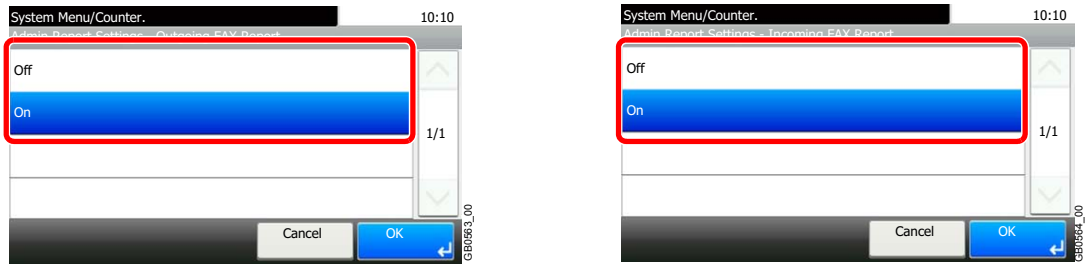
An activity report is printed out automatically after every 50 faxes sent or received.

1 Display the screen.



Press [Outgoing FAX Report] or [Incoming FAX Report].

2 Configure the function.

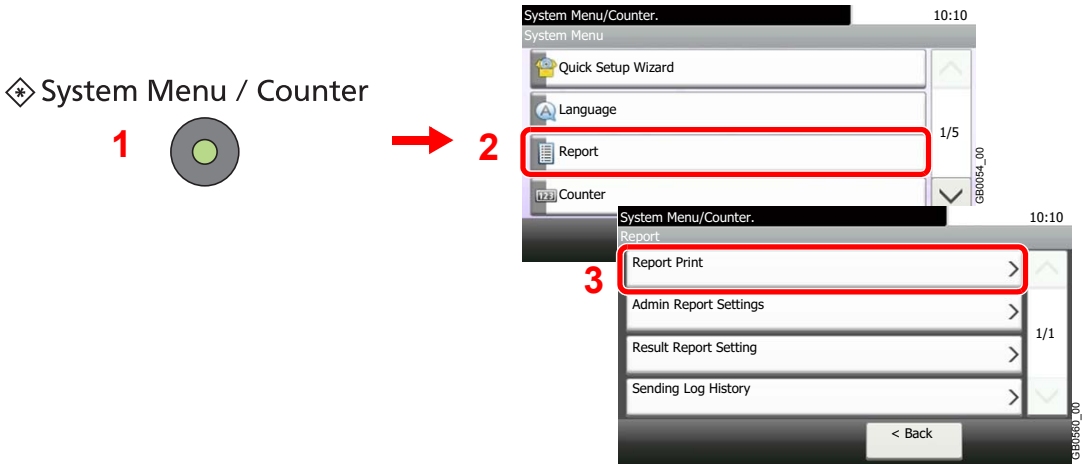


Press [Off] (not to print) or [On] (to print).

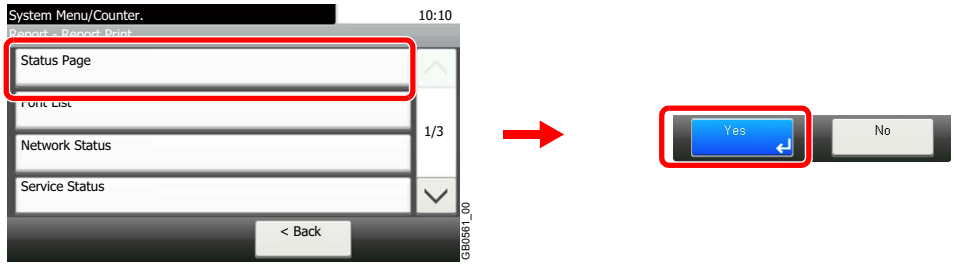
Status Page

A status page provides information on a number of user setups. FAX-related information includes the Local FAX Number, Local FAX Name, fax line setting, etc. You can print it out as necessary.

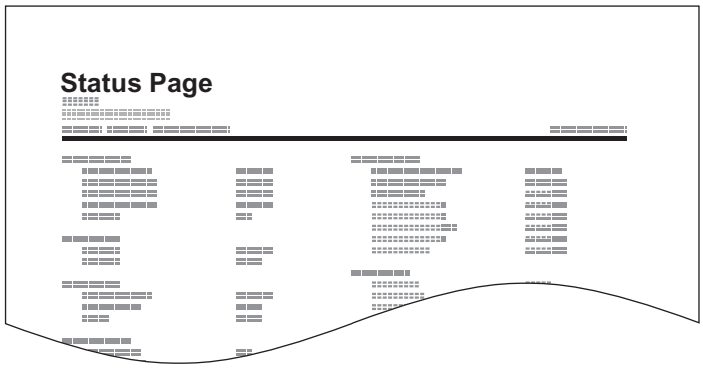
1 Display the screen.



2 Print

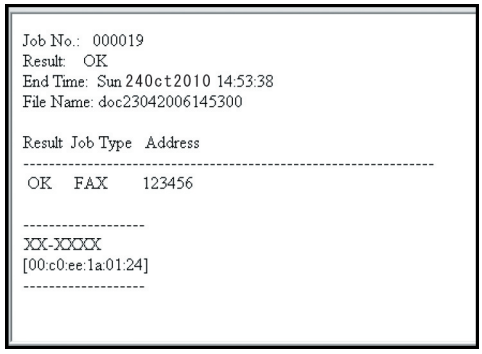


A status page is printed.



Reporting FAX Receipt Result by E-mail

Fax receipt can also be notified by e-mail instead of checking the receipt result report.



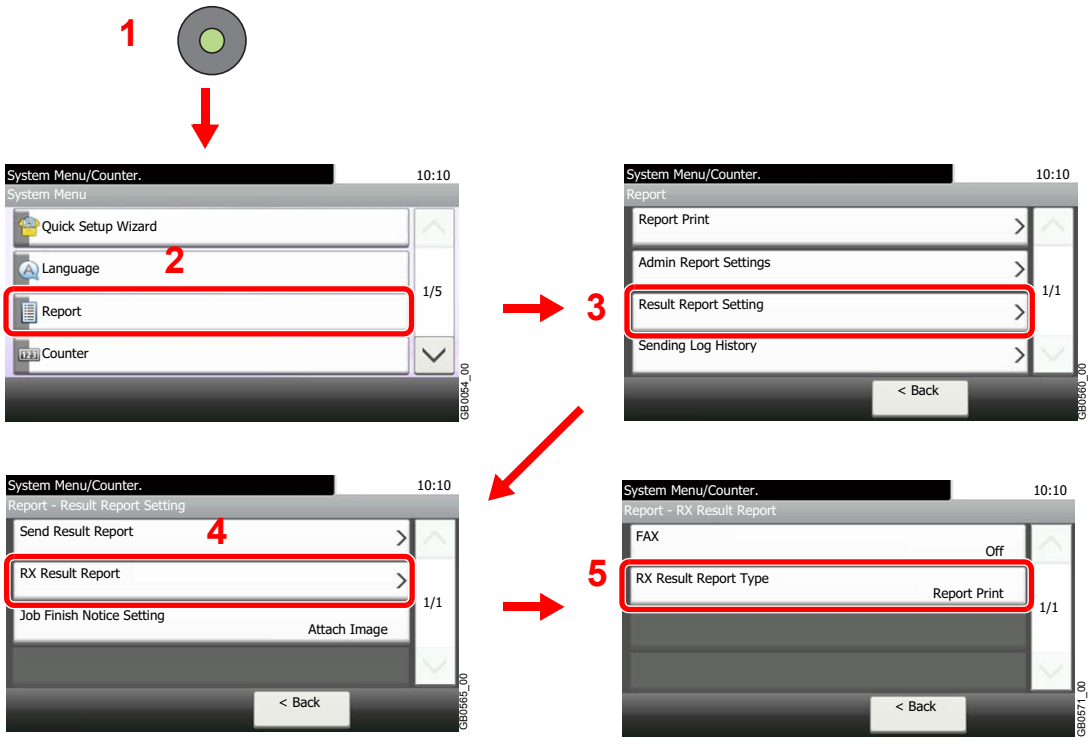
NOTE

This setting is displayed when the FAX RX Result Report setting is [On] or [Error/Sub Address]. For details, refer to *FAX RX Result Reports on page 8-7*.

Fax receipt results are reported by e-mail according to the settings of FAX RX Result Report. If the FAX RX Result Report setting is [On], E-mail notification is provided for every fax. If the setting is [Error/Sub Address], E-mail notification is only provided when an error occurs or a fax is received to a Sub Address Box.

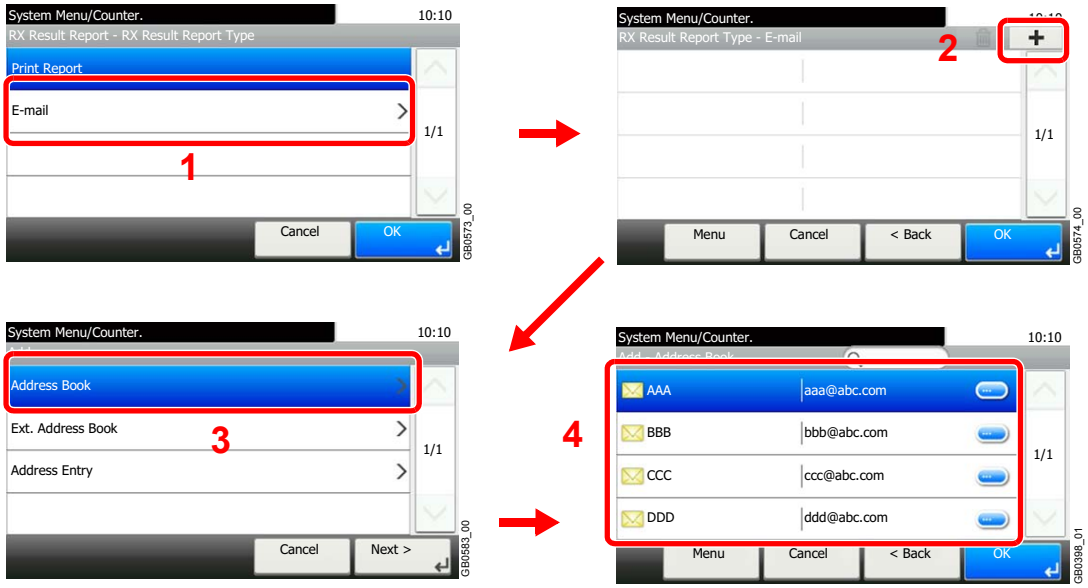
1 Display the screen.

System Menu / Counter

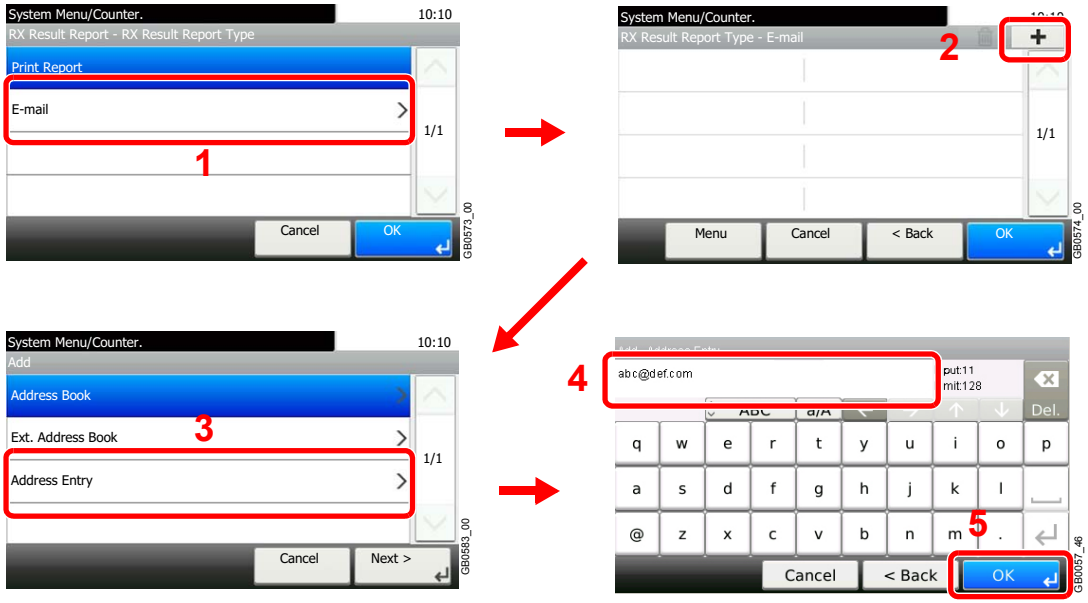


2 Select the destination.

Select from the address book



Enter the E-mail address



For details on character entry, refer to *Character Entry Method on page 11-2*.

Confirmation Screen of Destinations

When selecting [On] for Dest. Check before Send, the confirmation screen of destinations appears after pressing the **Start** key. For details, refer to Dest. Check before Send in the machine's Operation Guide. Follow the steps below to confirm the destinations.

1 Check all destinations.

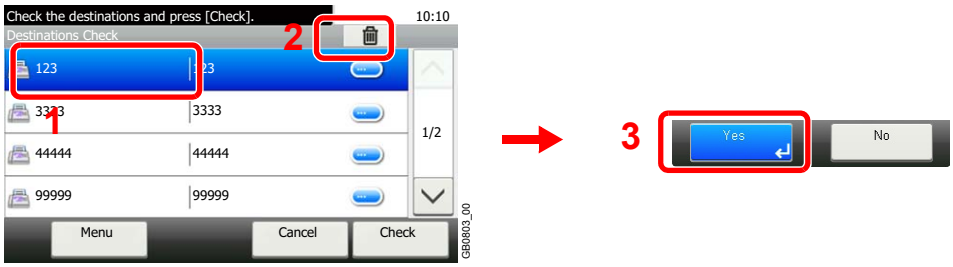
Press [△] or [▽] to confirm every destination. Press [...] to display the detailed information on the selected destination.

NOTE

Be sure to confirm every destination by displaying them on the touch panel. You cannot press [Check] unless you have confirmed every destination.

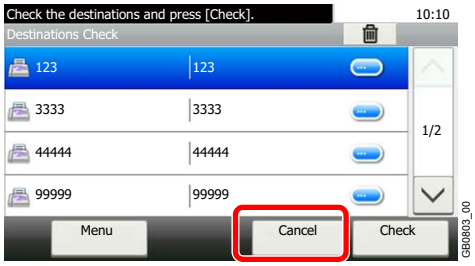
2 Change a destination.

Delete a destination



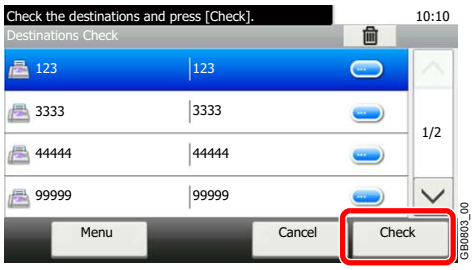
To delete the destination, select the destination you want to delete and press [Delete]. Press [Yes] in the confirmation screen. The destination is deleted.

Add a destination



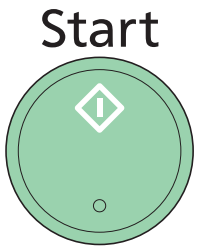
To add the destination, press [Cancel] and then return to the destination screen.

3 Press [Check].



When you have finished checking all destinations, press [Check].

4 Press the Start key.



Start sending

9 Fax Settings

This chapter explains the following topics:

Default fax settings 9-2
- Operation method 9-2
- System Menu Settings 9-3
- Report 9-4
- Cassette/MP Tray Settings 9-5
- Common Settings 9-6
- FAX 9-6
- Adjustment/Maintenance 9-9

Transmission Restriction 9-10
- Registering Permit FAX No. 9-11
- Changing and Deleting Permit FAX No. 9-12
- Registering Reject FAX No. 9-14
- Changing and Deleting Reject FAX No. 9-15
- Registering Permit ID No. 9-16
- Changing and Deleting Permit ID No. 9-17
- Setting Send Restriction 9-19
- Setting Reception Restriction 9-20
- Unknown Number Reception 9-21

Unusable Time 9-22

Account Management 9-24
- Logging in when User Accounting has been Enabled 9-25
- Logging in when Job Accounting has been Enabled 9-27

Default fax settings

This section explains the fax settings in the system menu.

Operation method

The system menu is operated as follows:

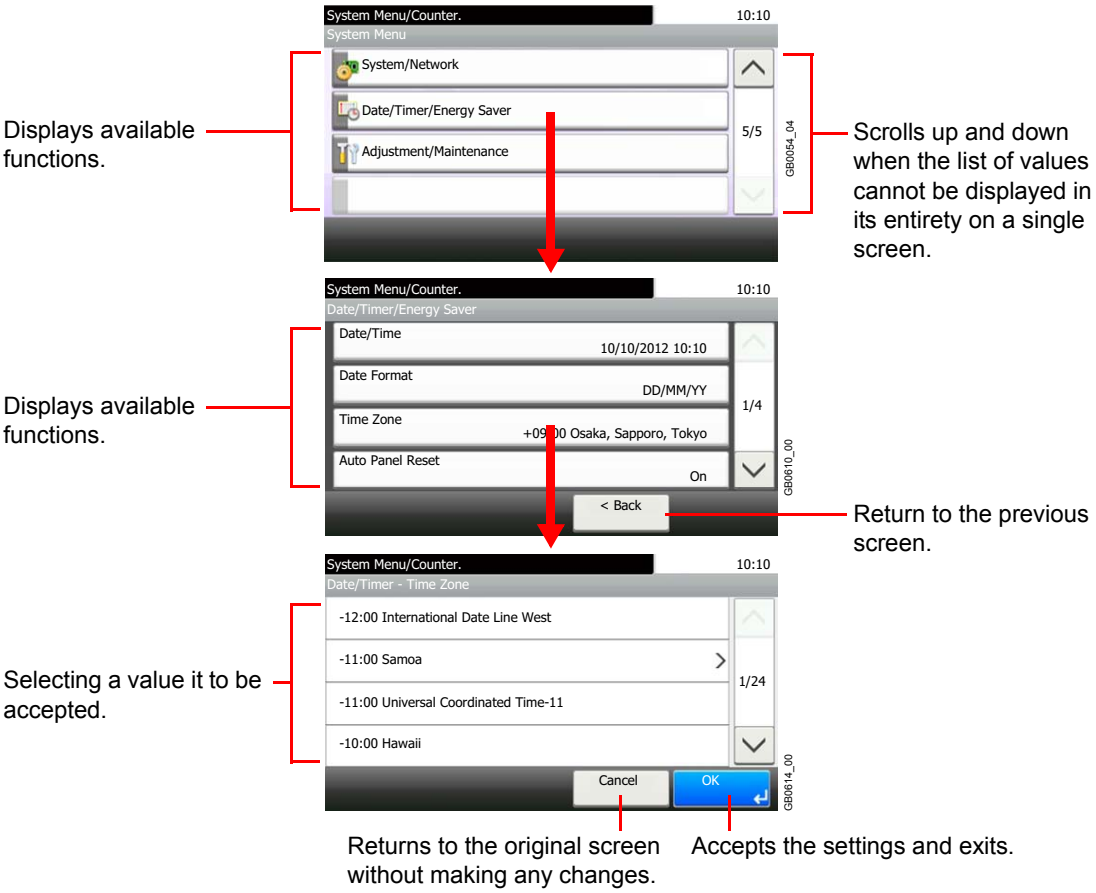
1 Display the screen.

◈ System Menu / Counter

NOTE

If user login administration is enabled, you can only change the settings by logging in with administrator privileges. Refer to *Adding a User* in the machine's *Operation Guide* for the default login user name and password.

2 Configure the function.



Refer to *System Menu Settings* on the following page and configure as needed.

System Menu Settings

Settings for the fax function in the system menu are shown below.

NOTE
For settings other than fax settings, refer to the *Operation Guide* for the machine.

Item	Description	Reference Page
Report	Print reports to check the machine settings and status. Default settings for printing the result reports can also be configured.	*9-4*
Cassette/MP Tray Settings	Select paper size and media type for Cassette 1 to 3 and multi purpose tray.	*9-5*
Common Settings	Configures overall machine operation.	*9-6*
Document Box	Configures settings related to the Sub Address Box and Polling Box. For details on Sub Address Box, refer to *Sub Address Box Function on page 6-13*, and for details on Polling Box, refer to *Polling Communication on page 6-26*.	—
FAX	Configures settings for fax functions.	*9-6*
Address Book/One Touch	Configures Address Book and One Touch Key settings. For details on Address Book, refer to *Registering Destinations in the Address Book on page 2-2* and for details on One Touch Key, refer to *Adding a Destination on One Touch Key on page 2-12*.	—
Date/Timer/Energy Saver	Set the date and time for the location where you use the machine. For details, refer to *Setting Date and Time on page 1-10*. This feature sets a time period during which the machine will not print received faxes. For details, refer to *Unusable Time on page 9-22*.	—
Adjustment/Maintenance	Adjust printing quality and conduct machine maintenance.	*9-9*

Report

Print reports to check the machine settings and status. Default settings for printing the result reports can also be configured.

Report Print

Item	Description
Status Page	A status page provides information on a number of user setups. FAX-related information includes the Local FAX Number, Local FAX Name, fax line setting, etc. You can print it out as necessary. Refer to *Status Page on page 8-11*.
Sub Address Box List	You can print the Sub Address Box list in which the list of Box No.'s and Box names of the registered Sub Address Boxes are described. Refer to *Printing from a Polling Box on page 6-33*.
FAX List (Index)	You can print the list of destinations registered in the Address Book. You can sort the list in the order of names or address numbers of the destinations. Refer to *Printing Address List on page 2-11*.
FAX List (No.)	You can print the list of destinations registered in the Address Book. You can sort the list in the order of names or address numbers of the destinations. Refer to *Printing Address List on page 2-11*.
Outgoing FAX Report	The latest 50 sent fax data are printed as a report.
Incoming FAX Report	The latest 50 received fax data are printed as a report.

Admin Report Settings

Item	Description
Outgoing FAX Report	An activity report is printed out automatically after every 50 faxes sent. Refer to *Activity Report on page 8-9*.
Incoming FAX Report	An activity report is printed out automatically after every 50 faxes received. Refer to *Activity Report on page 8-9*.

Result Report Setting

Item	Description
Send Result Report	Each time you send a fax, you can print a report to confirm whether the fax was sent successfully. Refer to *Send Result Reports on page 8-4*.
RX Result Report	When a fax is received, you can be notified by receipt result report or e-mail. Refer to *FAX RX Result Reports on page 8-7*.

Cassette/MP Tray Settings

Select paper size and media type for Cassette 1 to 4 and multi purpose tray.

Cassette1 (to 3)

Item	Description
Paper Size	Set the paper size to load in Cassette 1 and optional paper feeders (Cassette 2, 3). Value Metric: Select from A4, A5, A6*, B5, Folio or 216 × 340 mm. inch: Select from Letter, Legal, Statement, Executive or Oficio II. **IMPORTANT:** Specify the paper size as follows for the cassette that you want to use for fax reception. Inch models: Select from [Inch]. Metric models: Select from [Metric]. **NOTE**: [Paper Size] is only displayed when the size dial on the cassette is set to Other.
Media Type	Set the media type to load in Cassette 1 and optional paper feeders (Cassette 2, 3). Value: Plain (105 g/m² or less), Rough, Labels**, Recycled, Preprinted***, Bond, Cardstock**, Color, Prepunched***, Letterhead***, Envelope**, Thick (106 g/m² and more), Coated**, High Quality or Custom 1-8.

* Can only be used in the cassette1
** Can only be used in the paper feeder (multi-purpose).
*** Cannot be used to print received faxes.

Multi Purpose Tray

Item	Description
Paper Size	Set the paper size for multi-purpose tray. Value Metric: Select from A4, A5, A6, B5, B6, Folio or 216 × 340 mm. inch: Select from Letter, Legal, Statement, Executive or Oficio II. **IMPORTANT:** Specify the paper size as follows for the cassette that you want to use for fax reception. Inch models: Select from [Inch]. Metric models: Select from [Metric].
Media Type	Set the media type for multi-purpose tray. Value: Plain (105 g/m² or less), Transparency*, Rough, Vellum (64 g/m² or less), Labels, Recycled, Preprinted*, Bond, Cardstock, Color, Prepunched*, Letterhead*, Envelope, Thick (106 g/m² and more), Coated, High Quality, Custom 1-8

* Cannot be used to print received faxes.

Common Settings

Configures overall machine operation.

Sound

Item	Description
Buzzer	Set options for buzzer sound during the machine operations.
Job Finish	Emit a sound when a print job is normally completed. Value: Off, On, FAX Reception Only
FAX Speaker Volume	Adjust the volume of the speaker. Speaker Volume: Volume of the built-in speaker when the line is connected by pressing the On Hook key. Value: [1] (Minimum), [2], [3] (Medium), [4], [5] (Maximum), [0] (Mute).
FAX Monitor Volume	Adjust the volume of the monitor. Monitor Volume: Volume of the built-in speaker when the line is connected without pressing the On Hook key such as in memory transmission. Value: [1] (Minimum), [2], [3] (Medium), [4], [5] (Maximum), [0] (Mute).

Function Defaults

Item	Description
FAX TX Resolution	Select the default scanning resolution. Value: 400 × 400dpi Ultra Fine, 200 × 400dpi Super Fine, 200 × 200dpi Fine, 200 × 100dpi Normal
Continuous Scan (FAX)	Set the continuous scan defaults. Value: Off, On

FAX

Settings related to the fax function can be configured.

TX/RX Common

Item	Description
Encryption Key Registration	This is used to register an encryption key for encrypted communication. Refer to *Encryption on page 6-36*.
FAX Remote Diagnosis	If a problem arises with this machine and you contact our service representative, this feature enables our Service Center computer to access the machine over the phone and check the machine's status or look for problems. **NOTE**: To use Remote Diagnostics, you must first sign an agreement with our service representative and register a Predetermined ID on the machine. For more information, contact your Service Representative or Authorized Service Center. Value: On, Off
Remote Diagnostics ID	If you have turned on Remote Diagnostics, enter the predetermined ID. Value: 0000 - 9999

Transmission

Item	Description
Local FAX Name	Register the local FAX name printed on in the transmit terminal identification. This item is included in the Quick Setup Wizard. Refer to *Quick Setup Wizard (Fax Setup) on page 1-7*.
Local FAX ID	Register the local FAX ID. This item is included in the Quick Setup Wizard. Refer to *Quick Setup Wizard (Fax Setup) on page 1-7*. **NOTE**: The Local FAX ID is used for transmission limit purposes. Refer to *Transmission Restriction on page 9-10*.
Local FAX Number	Register the local FAX number printed on in the transmit terminal identification (TTI) area. This item is included in the Quick Setup Wizard. Refer to *Quick Setup Wizard (Fax Setup) on page 1-7*.
Print Position	The transmit terminal identification (TTI) is the information about the machine (transmit terminal) to be printed out on the fax on the receiving system. The information includes transmission date and time, the number of transmission pages, and the fax number. This machine enables the user to select if the TTI is printed out on the fax on the receiving system. Regarding the location of the information to be printed, you can select inside or outside of the page image being sent. Value: Off, Outside, Inside **NOTE**: Normally, the Local FAX Name is printed in the transmit terminal identification (TTI). However, when job accounting has been enabled, and you send originals after entering an Account ID, the Account Name is printed. This item is included in the Quick Setup Wizard. Refer to *Quick Setup Wizard (Fax Setup) on page 1-7*.
Dialing Mode (Inch version only)	Select the telephone line according to the type you are contracted with. Please note that selecting a wrong telephone line will prevent you from sending fax. Value: Tone (DTMF), Pulse(10PPS) This item is included in the Quick Setup Wizard. Refer to *Quick Setup Wizard (Fax Setup) on page 1-7*.
Retry Times	The number of retry times can be changed automatically. Value: 0 - 14 This item is included in the Quick Setup Wizard. Refer to *Quick Setup Wizard (Fax Setup) on page 1-7*.
ECM TX	Set whether ECM TX is performed. ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions. Value: On, Off **NOTE** When there is a large amount of noise on the line, communication may take slightly longer than when [Off] is selected.
TX Start Speed	Set the TX Start Speed. When communication conditions are bad, the fax may not be transmitted correctly. In that case, set a lower TX Start Speed. Value: 9600bps, 14400bps, 33600bps **NOTE** Normally this should be used with the default setting.

Reception

Item	Description
Media Type	Specify the paper type to be used for print output of the received fax. Value: All Media Types, Plain, Rough, Vellum, Labels, Recycled, Bond, Cardstock, Color, Envelope, Thick, Coated, High Quality, Custom 1-8 Refer to *Media Type for Print Output on page 5-8*.
Reception Date/Time	Reception Date/Time function adds the reception date/time, sender information and number of pages on the top of each page when the message is printed out. It is useful for confirming the time of reception if the fax is from a different time zone. Value: On, Off For details, refer to *Media Type for Print Output on page 5-8*.
Duplex Printing	When received multiple pages of data are the same width, they can be printed out on both sides of paper having the same width as the data. Value: On, Off For details, refer to *Duplex Print Output on page 5-9*.
2 in 1 Print	When you receive a multi-page Statement or A5 size original, this function prints 2 pages of the original at a time on one Letter or A4 size sheet of paper. Value: On, Off For details, refer to *2 in 1 Print on page 5-9*.
Batch Print	When a multi-page fax is received, the pages are printed in a batch after all pages are received. If [Off] is set, each page is printed as it is received. Value: On, Off For details, refer to *Batch Print on page 5-10*.
Rings (Normal)	If the reception method is fax automatic reception, the number of rings until the machine answers a call can be changed as needed. Value: 1 - 15
Rings (Answering Machine)	If the reception method is FAX/Answering Machine Auto Switch Reception, the number of rings until the machine answers a call can be changed as needed. Value: 1 - 15
Rings (FAX/TEL)	If the reception method is FAX/TEL Auto Switch Reception, the number of rings until the machine answers a call can be changed as needed. Value: 0 - 15 For Rings (FAX/TEL), this change is possible with some countries.
Reception Mode	Select the reception mode. Value: Auto (Normal), Auto (FAX/TEL), Auto (Answering Machine), Manual, Auto (DRD) If Auto (DRD) is selected, select the DRD Pattern. Value: Pattern 1 (Normal Ring), Pattern 2 (Double Ring), Pattern 3 (Short-Short-Long), Pattern 4 (Short-Long-Short) DRD reception mode is available for some countries. For details, refer to *DRD Reception (Available for inch versions only) on page 7-6*.
Remote SW Dial	To start fax reception by operation from the connected telephone set, use the following operation. Value: 00 - 99 For details, refer to *Remote Switch Function on page 7-10*.
Encrypted Reception	Turns on reception by encrypted communication. Value: On, Off If turned on, select the encryption key. For details, refer to *Encryption on page 6-36*.

Item	Description
ECM RX	Set whether ECM RX is performed. ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions. Value: On, Off **NOTE** When there is a large amount of noise on the line, communication may take slightly longer than when [Off] is selected.
RX Start Speed	Change the RX Start Speed. When communication conditions are bad, the fax may not be received correctly. In that case, set a lower RX Start Speed. Value: 9600bps, 14400bps, 33600bps **NOTE** Normally this should be used with the default setting.

TX/RX Restriction

This function allows you to send or receive originals only when communication requirements are met.

For details, refer to *Transmission Restriction on page 9-10*.

Forward Settings

When you have received a fax, you can forward the received image to other faxes and computers or specify a number of copies.

For details, refer to *Memory Forwarding on page 6-2*.

Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

Service Setting

Item		Description
FAX Call Settings (Europe only)		When using this machine in environment in which PBX for connection to multiple phones for business use is installed, perform the following PBX setting.
	Exchange Selection	If the machine is connected to a PBX, set [PBX]. Value: PBX, PSTN
	Dial No. to PSTN	Set a number to access an outside line. For the number, contact the PBX administrator. Value: 0-9, 00-99

Transmission Restriction

This function allows you to send or receive originals only when communication requirements are met. Using this function can limit other parties with which you can communicate.

Specifically, you must register communication requirements (Permit FAX No./Permit ID No.) and set the transmission limit in advance. When the machine sends or receives originals, you do not need to perform a special operation for this particular function, and you can operate the machine normally. When sending or receiving has actually started, the machine correctly conducts transmission that meets communication requirements, but when the transmission does not meet the requirements, the machine indicates an error. This mode also allows you to set a [Reject List] for Reception Restriction so that reception from senders on the list of Rejected FAX numbers or from senders whose Local FAX Number is not registered are rejected. (You can select whether reception from a party whose local fax number is not registered is allowed or rejected in *Unknown Number Reception on page 9-21*.)

NOTE
Before using transmission restriction, be sure to read the following prerequisites, communication establishing requirements, and reception rejection requirements thoroughly, and consult with the other parties with which you communicate.

	Prerequisites	Communication Establishing Requirements
Send Restrictions	• Register Permitted FAX numbers or Permitted ID numbers.* (Refer to *Registering Permit FAX No. on page 9-11* or *Registering Permit ID No. on page 9-16*.) • Send restriction settings are specified in [Permit List + Address Book] in Send Restrictions. (Refer to *Setting Send Restriction on page 9-19*.) • Register the Local FAX Numbers or Local FAX IDs of other parties.	• The recipient's Local FAX Number matches a Permitted FAX No. registered on the machine. • The recipient's Local FAX ID matches a Permitted ID registered on the machine. • When the number was dialed using the Address Book or One touch keys, the last 4 digits of the dialed number match the last 4 digits of the recipient's Local FAX Number. (Excludes manual transmissions.)
Reception Restrictions	• Register Permitted FAX numbers or Permitted ID numbers.** (Refer to *Registering Permit FAX No. on page 9-11* or *Registering Permit ID No. on page 9-16*.) • Reception restriction settings are specified in [Permit List + Address Book] in Reception Restrictions. (Refer to *Setting Reception Restriction on page 9-20*.) • Register the Local FAX Numbers or Local FAX IDs of other parties.	• The sender's Local FAX Number matches a Permitted FAX No. registered on the machine. • The sender's Local FAX ID matches a Permitted ID registered on the machine. • A fax number that matches the last 4 digits of the sender's Local FAX Number is registered in the Address Book on this machine.

* If there is neither a Permitted FAX No. nor a Permitted ID No. registered for the recipient, sending is not rejected.

** If there is neither a Permitted FAX No. nor a Permitted ID No. registered for the sender, reception is not rejected.

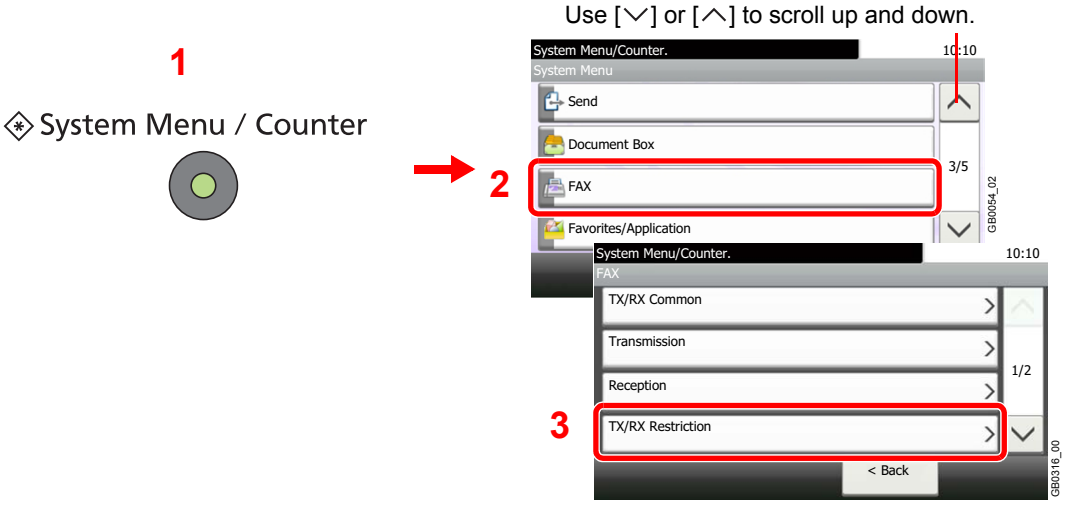
	Prerequisites	Reception Rejection Requirements
Reception Rejection	• Register Reject FAX numbers.* (Refer to *Registering Reject FAX No. on page 9-14*.) • Reception restriction settings are specified in [Reject List] in Reception Restrictions. (Refer to *Setting Reception Restriction on page 9-20*.)	• The sender's Local FAX Number is not registered. • The sender's Local Fax Number matches a Reject FAX No. registered on the machine.

* If there are no Reject FAX numbers registered, calls are only rejected from senders whose Local FAX Numbers (Indicates local FAX information entries, not the actual line numbers.) are not registered.

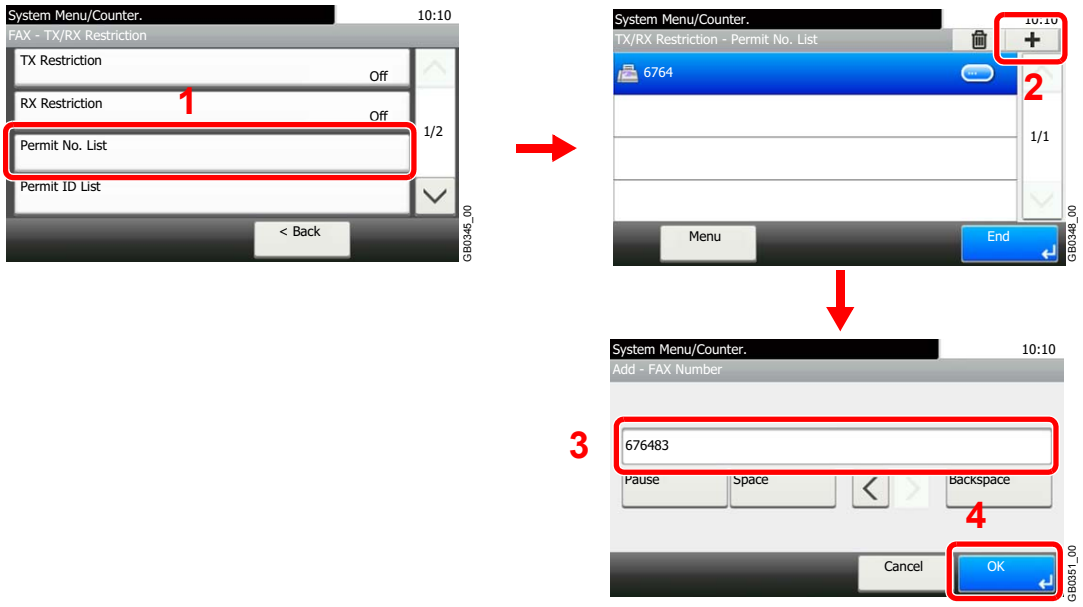
Registering Permit FAX No.

NOTE
Up to 25 Permit FAX numbers can be registered.

1 Display the screen.



2 Add a permit fax number.



Use the numeric keys to enter Permit FAX No, and press [OK]. Up to 20 digits can be entered.

NOTE

Press [Pause] to insert a pause (-) between numbers.

Press [Space] to enter a space.

Use [◁] or [▷] to move the cursor.

Pressing [Backspace] deletes the character to the left of the cursor.

3 To register another permit fax number, repeat step 2.

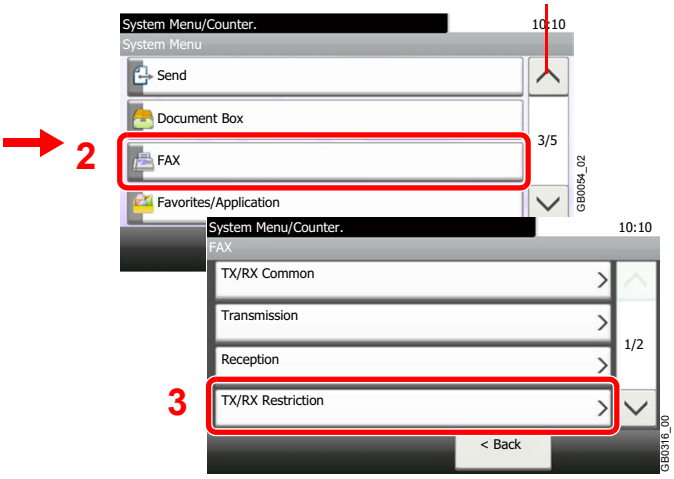
Changing and Deleting Permit FAX No.

1 Display the screen.

1

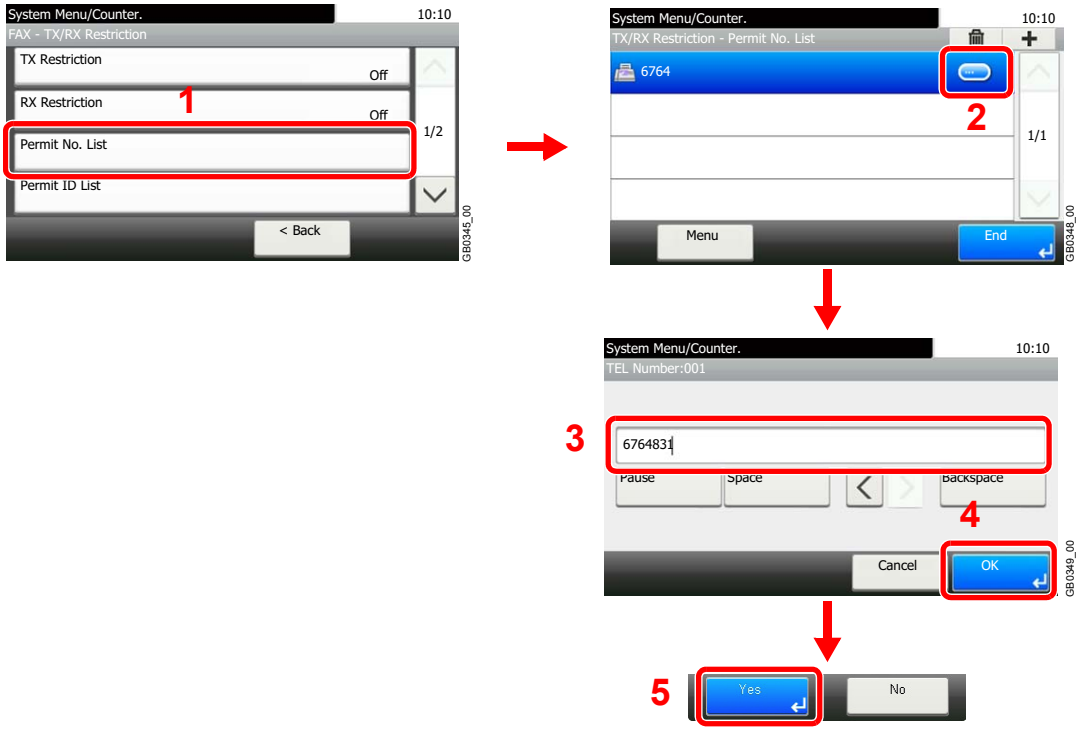
◈ System Menu / Counter

Use [﹀] or [﹀] to scroll up and down.



2 Change/Delete.

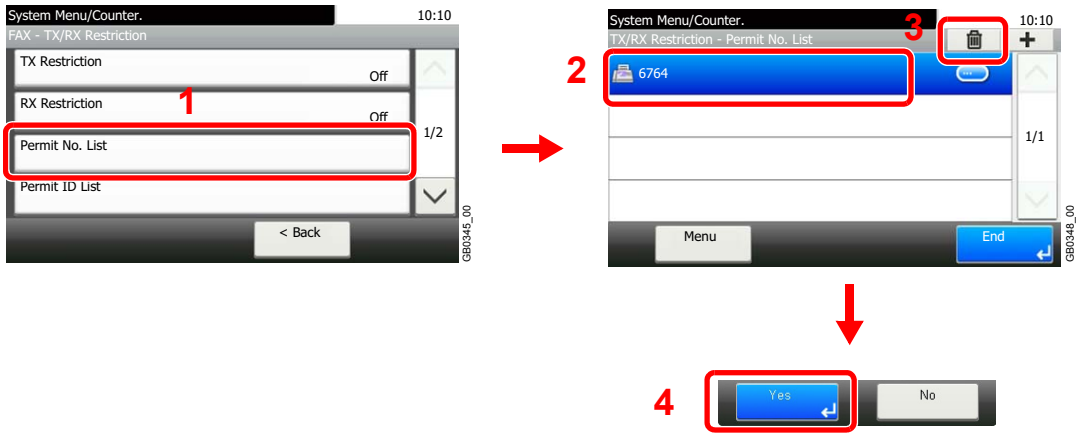
Changing



Press […] for Permit FAX No. you want to change, and enter the new number.

NOTE
For the procedure for entering a number, refer to *Registering Permit FAX No. on page 9-11*.

Deleting



Select Permit FAX No. you want to delete, and press [(Delete)] (the trash can icon).

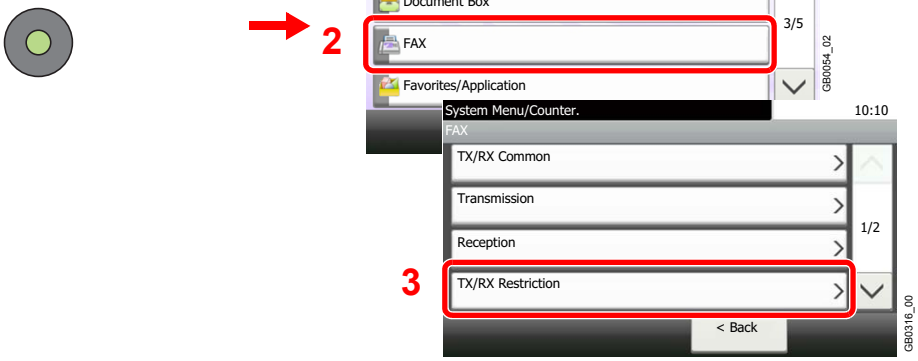
Registering Reject FAX No.

NOTE
Up to 25 Reject FAX numbers can be registered.

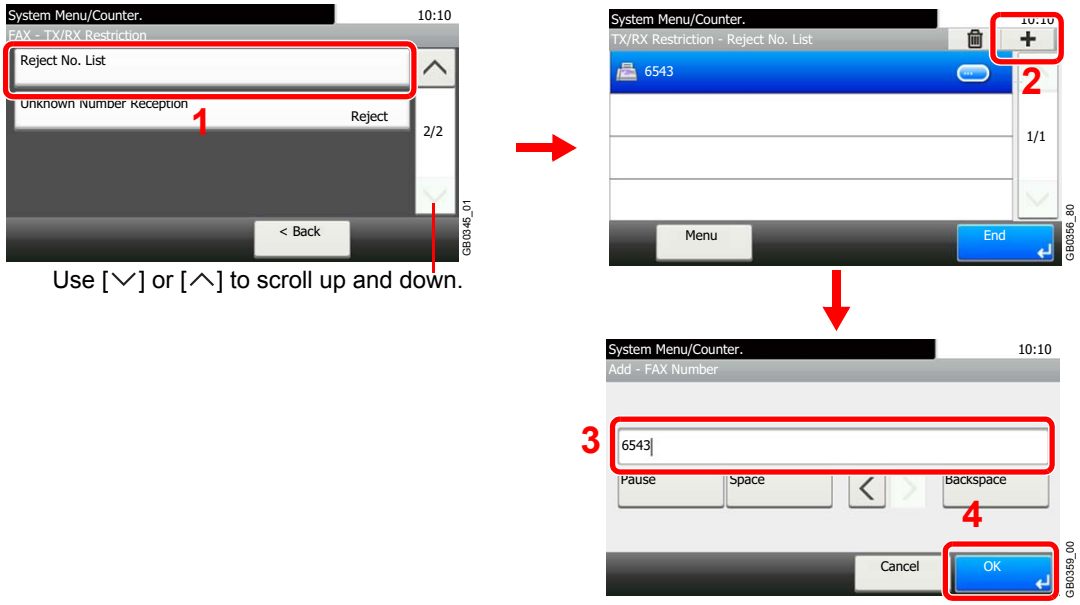
1 Display the screen.

1

◈ System Menu / Counter



2 Add a Reject FAX No.



Use the numeric keys to enter Reject FAX No, and press [OK]. Up to 20 digits can be entered.

NOTE
Press [Pause] to insert a pause (-) between numbers.

Press [Space] to enter a space.

Use [◁] or [▷] to move the cursor.

Pressing [Backspace] deletes the character to the left of the cursor.

3 To register another Reject FAX No, repeat step 2.

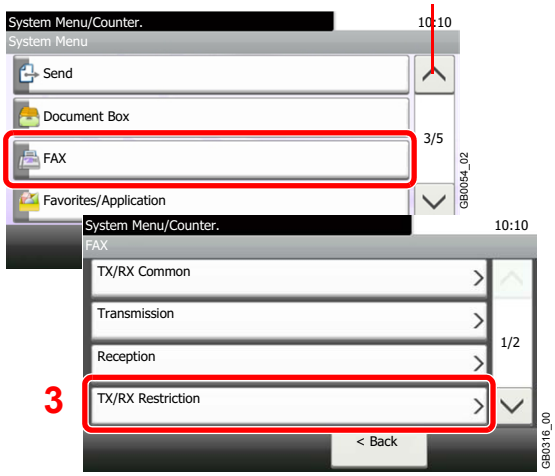
Changing and Deleting Reject FAX No.

1 Display the screen.

1

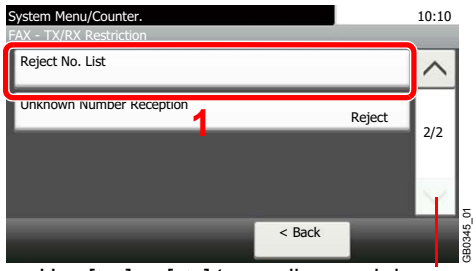
◈ System Menu / Counter

Use [∨] or [∧] to scroll up and down.

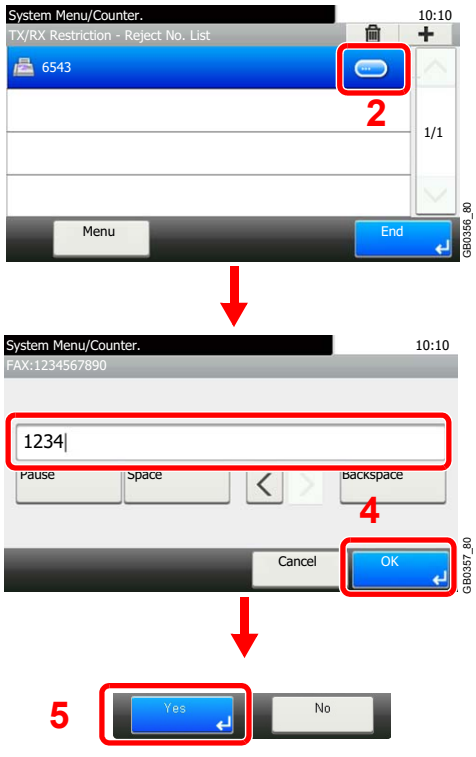


2 Change/Delete.

Changing



Use [∨] or [∧] to scroll up and down.

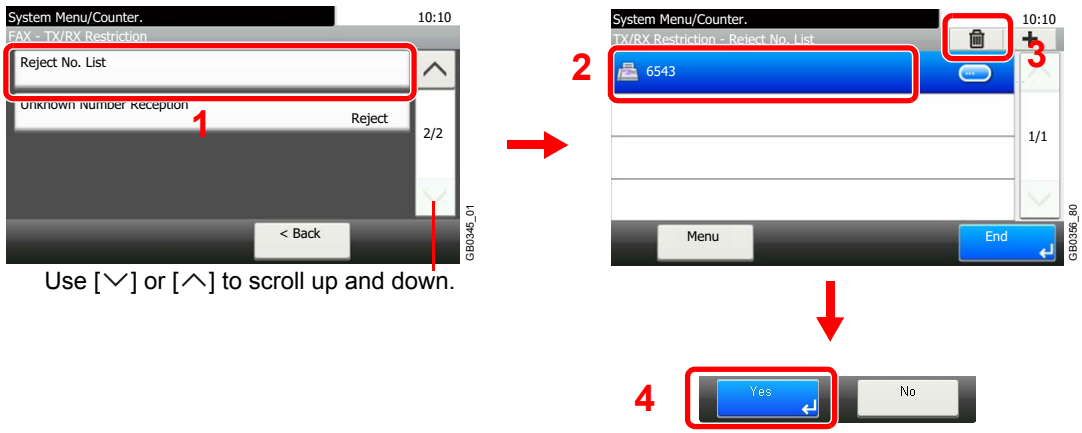


Press […] for Reject FAX No. you want to change, and enter the new number.

NOTE

For the procedure for entering a number, refer to *Registering Reject FAX No. on page 9-14*.

Deleting



Select Reject FAX No. you want to delete, and press [(Delete)] (the trash can icon).

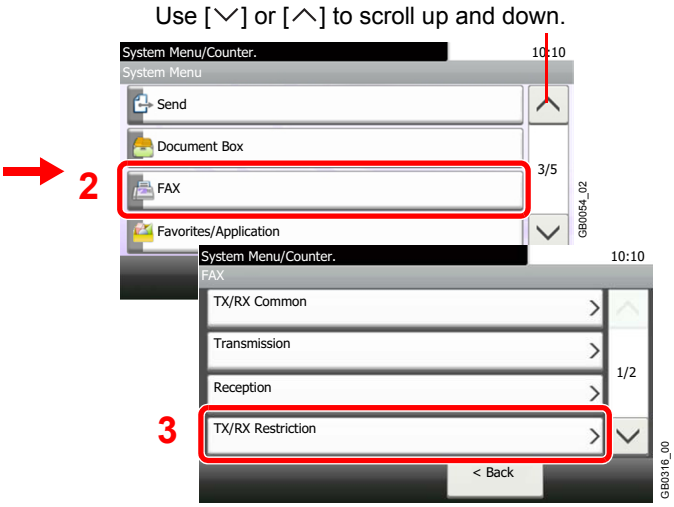
Registering Permit ID No.

NOTE
Up to 10 Permit ID numbers can be registered.

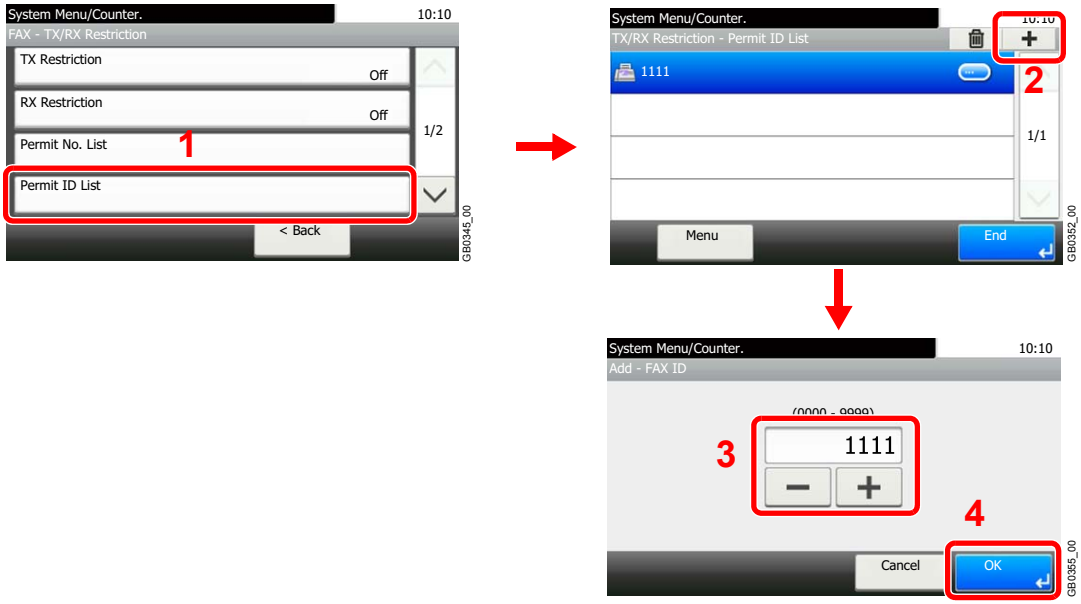
1 Display the screen.

1

◈ System Menu / Counter



2 Add a Permit ID No.

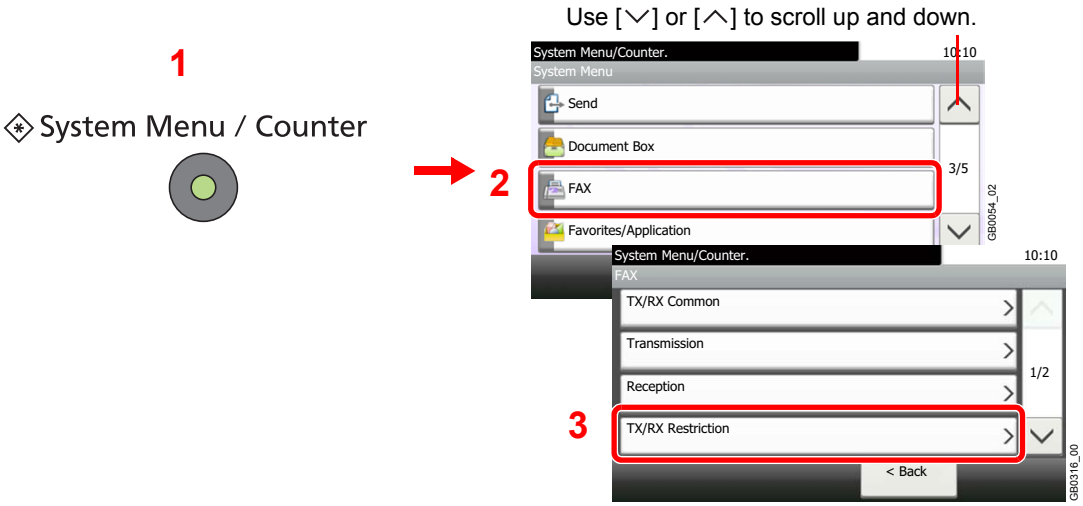


Use [+]/[-] or the numeric keys to enter Permit ID No. (0000 to 9999), and press [OK].

3 To register another Permit ID No, repeat step 2.

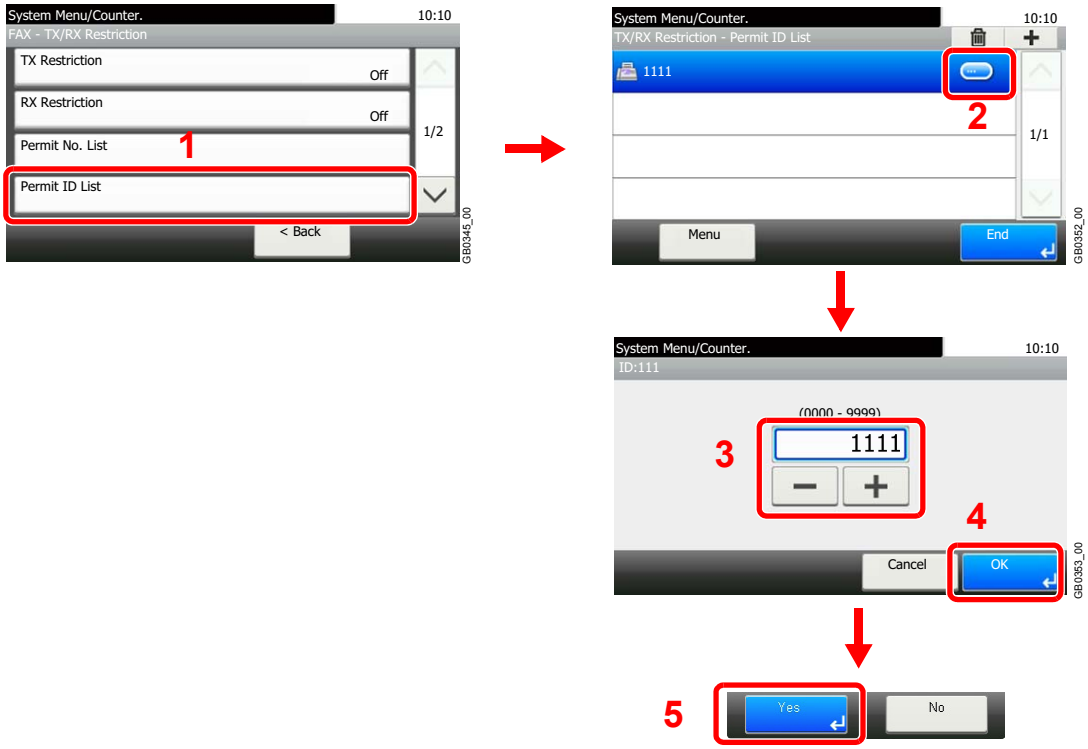
Changing and Deleting Permit ID No.

1 Display the screen.



2 Change/Delete.

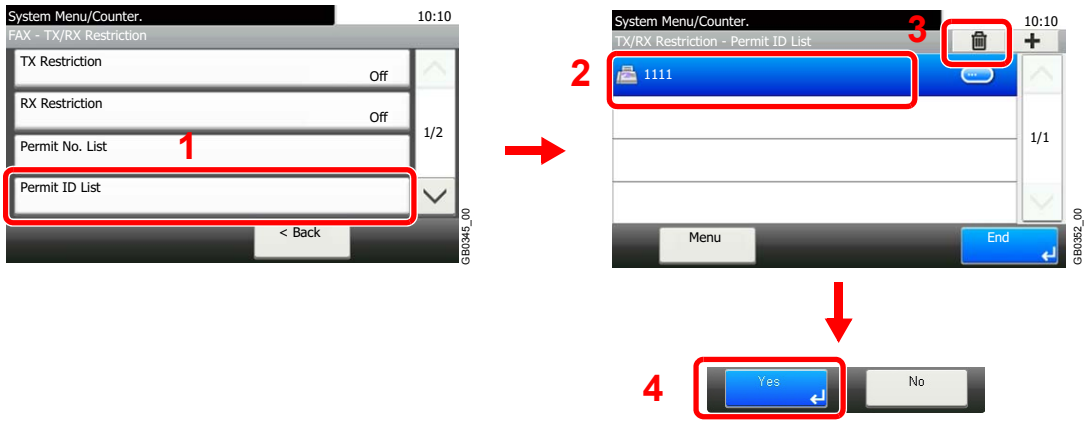
Changing



Press […] for Permit ID No. you want to change, and enter the new number.

NOTE
For the procedure for entering a number, refer to *Registering Permit ID No. on page 9-16*.

Deleting

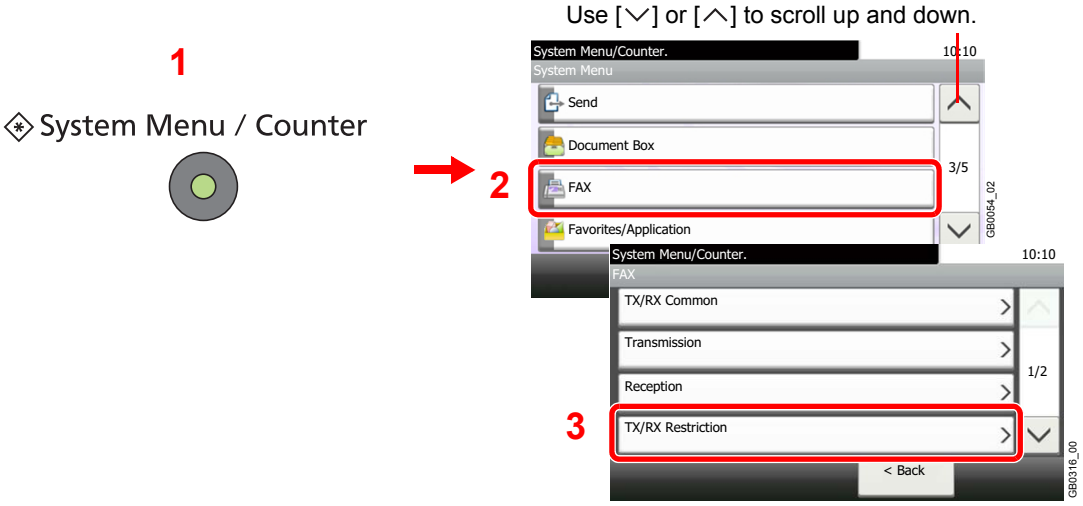


Select Permit ID No. you want to delete, and press (Delete) (the trash can icon).

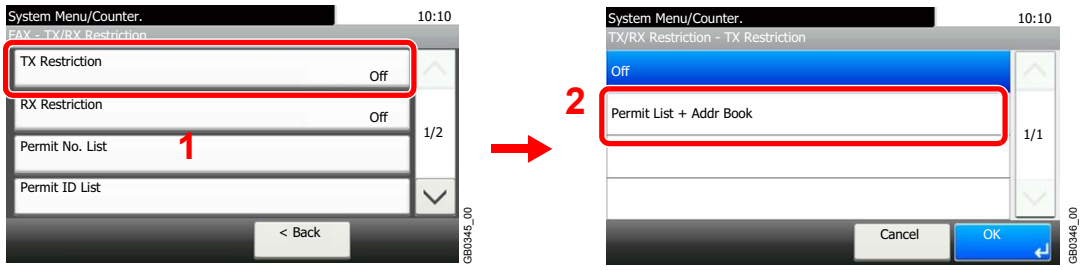
Setting Send Restriction

Restrict the other parties to which you send originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book. To change the sending restriction, follow the steps below.

1 Display the screen.



2 Configure the function.

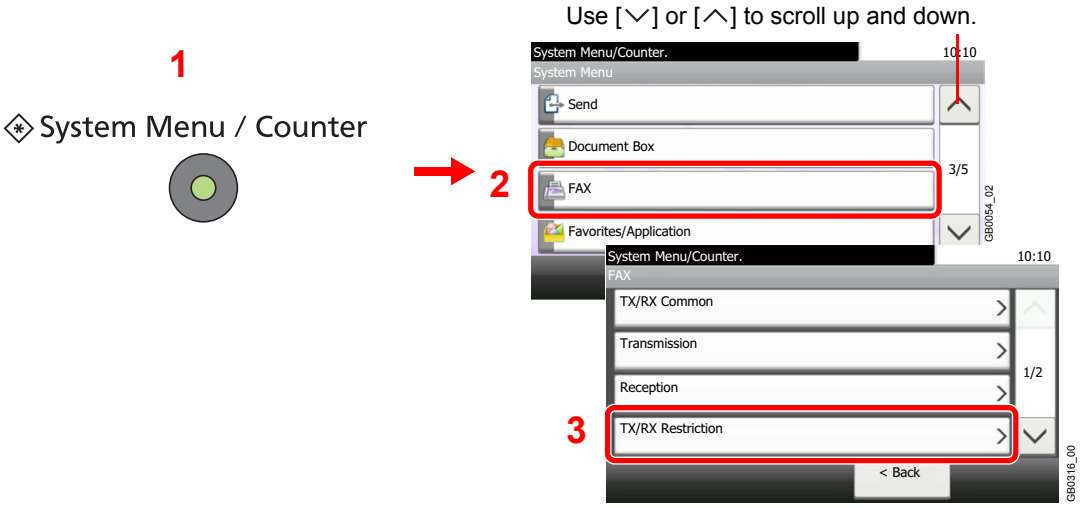


To not use the sending restriction, press [Off]. To restrict the other parties to which you send originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book, press [Permit List + Address Book].

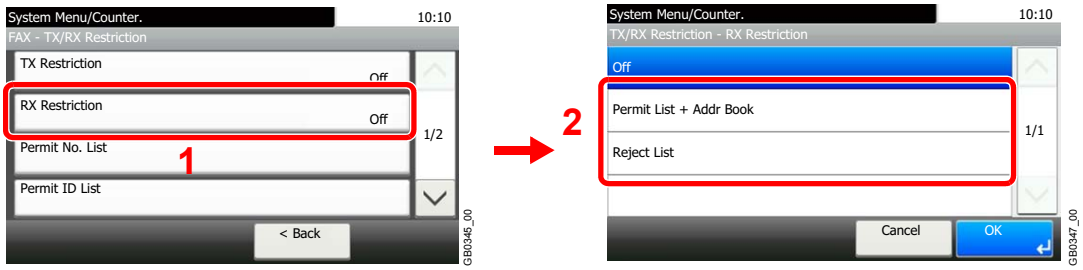
Setting Reception Restriction

Restrict incoming faxes so that you only receive originals from senders registered in Permit FAX No. and Permit ID No. and senders registered in your Address Book. This mode also allows you to set a [Reject List] for Reception Restriction so that reception from senders on the list of Rejected FAX numbers or from senders whose Local FAX Number is not registered are rejected. (You can select whether reception from a party whose local fax number is not registered is allowed or rejected in *Unknown Number Reception on page 9-21*.) To change the reception restriction, follow the steps below.

1 Display the screen.



2 Configure the function.

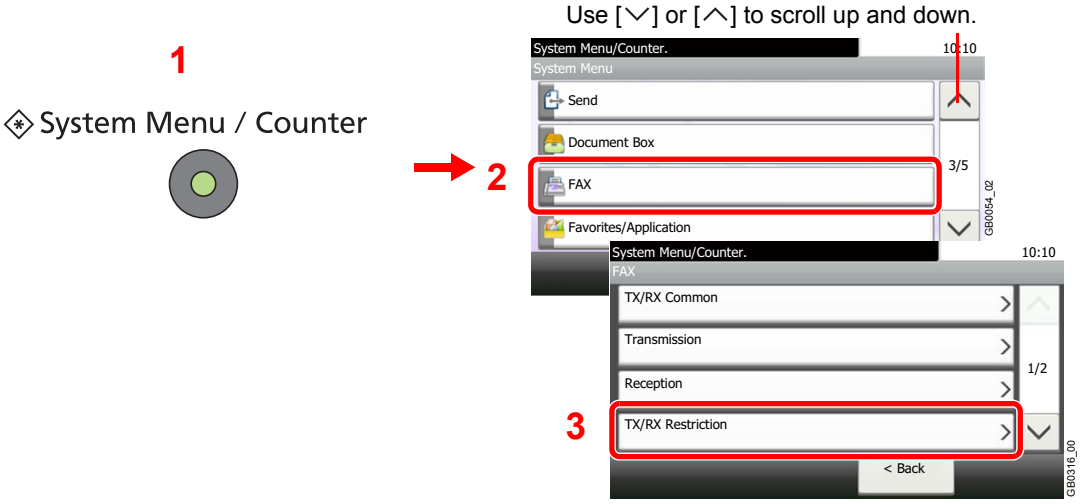


To not use the reception restriction, press [Off]. To restrict the other parties from which you receive originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book, press [Permit List + Address Book]. To block incoming faxes from senders registered in Reject FAX No., press [Reject List].

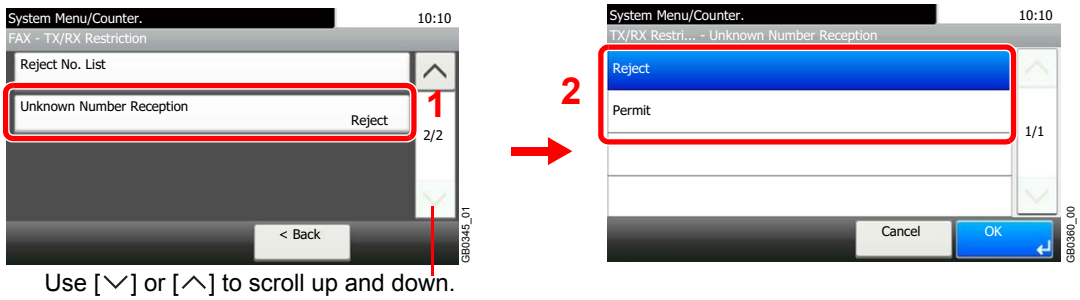
Unknown Number Reception

Select whether to receive the fax of that the number is unknown when [Reject List] is set for Reception Restriction. To change the reception restriction for the unknown fax number, follow the steps below.

1 Display the screen.



2 Configure the function.



To receive faxes from the unknown number, press [Permit]. To reject faxes from the unknown number, press [Reject].

Unusable Time

This feature sets a time period during which the machine will not print received faxes.

IMPORTANT

When Unusable Time is set, in addition to fax printing, all other printing operations are prohibited during the unusable time period, including printing of copy jobs and printer jobs, and printing from USB memory.
Faxes and print jobs received during the unusable time period are printed after the unusable time period ends, or when the unusable time period is temporarily canceled.

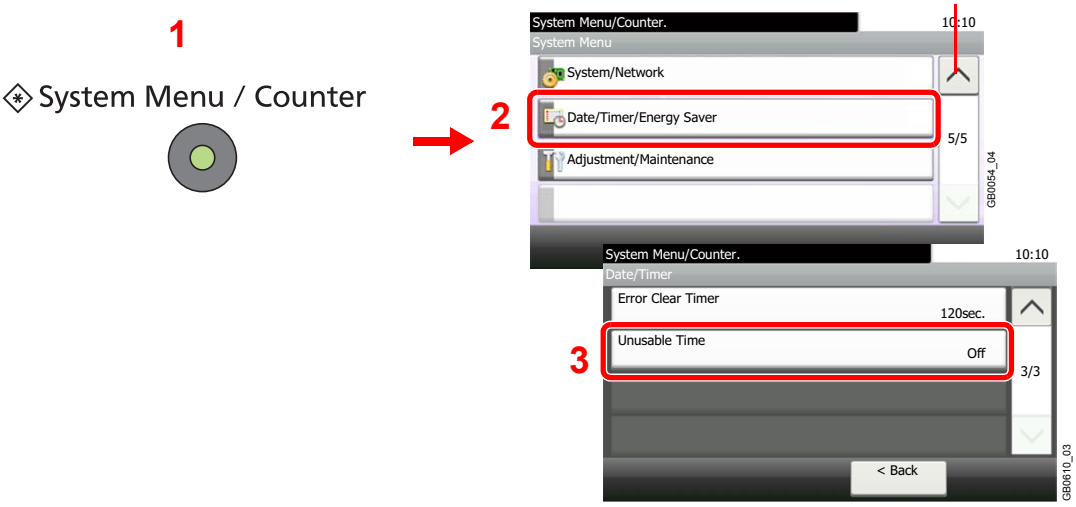
NOTE

The user authentication screen appears. Enter your login user name and password, and press [Login]. Refer to *Adding a User* in the machine's *Operation Guide* for the default login user name and password.

1 Display the screen.

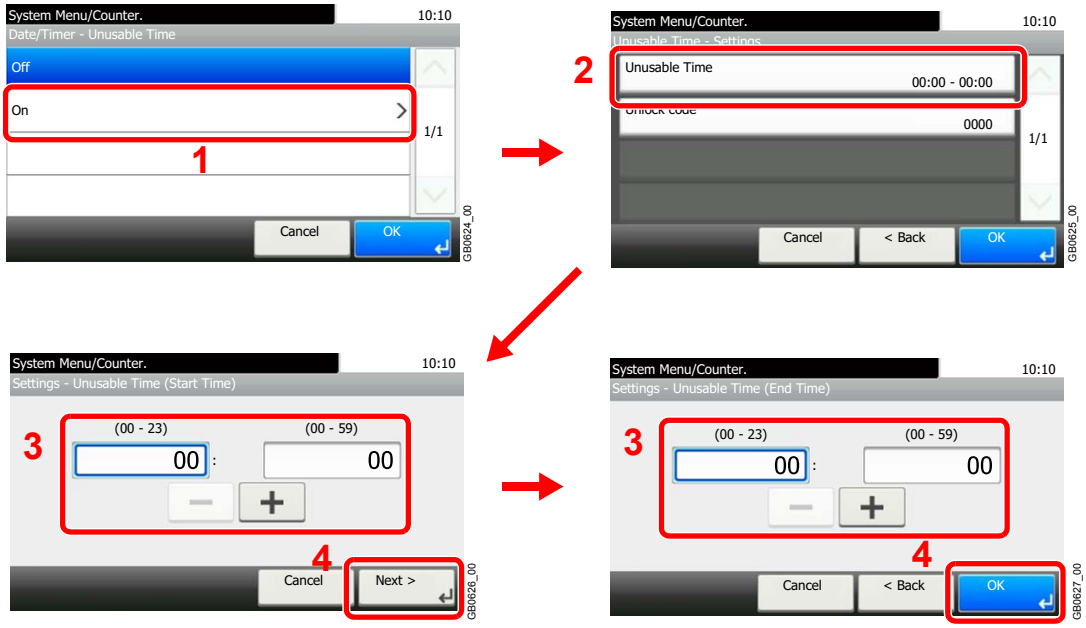
1

System Menu / Counter



2 Configure the function.

Set the unusable time

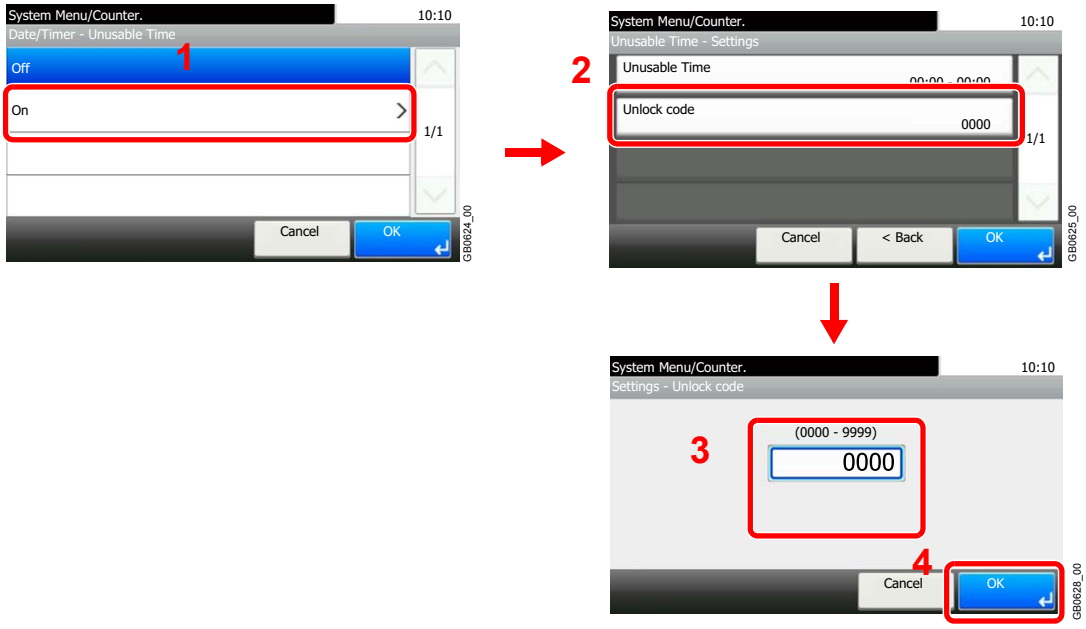


Use [+]/[-] or the numeric keys to enter the start time and end time, and press [OK].

NOTE
If the same time is set as the start time and end time, you cannot use all day.

Set the cancel code

Specify the code to temporarily cancel the unusable setting during unusable time.



Use the numeric keys to enter Unlock Code (0000 to 9999), and press [OK].

NOTE
To use the machine temporarily during unusable time, enter the Unlock Code and press **[Login]**.

Account Management

Account management is user management that specifies the users who can use the machine and job accounting that controls the usage per account. In user accounting, up to 100 users can be managed using User ID and Password. In job accounting, the status of fax use per account can be known for up to 100 accounts for sending of originals and making communication reservation after entering Account ID. For each management method, refer to the machine's *Operation Guide*.

Description of User Accounting

Item	Description
Registration of User	Register user access privileges, User ID and Password.
Enable/Disable User accounting	Enable User accounting.

NOTE
For details, refer to the machine's *Operation Guide*.

Description of Job Accounting

Item	Description
Registration of Account	Register Account Name and Account ID. Up to 8 digits can be entered.
Enable/Disable job accounting	Enable job accounting.
FAX send restriction	Restricts the number of fax sheets that can be sent. You can prohibit the use of this sending function or cancel the sending restriction.
Counting of the number of used sheets	You can reset the counting, referring to the number of fax sheets to be sent and the time required for sending fax by all the accounts or by account.
Print of Accounting Report	You can print the printed and sent page numbers that have been counted by all the accounts.

NOTE
For details, refer to the machine's *Operation Guide*.

Communication modes subject to job accounting

- Normal transmission
- Delayed transmission
- Broadcast transmission
- Sub address transmission
- Encrypted transmission
- Manual send when dialed from this machine to the receiving system
- Polling reception
- Network FAX transmission

Restriction of use function

When you have enabled job accounting, you need to enter an Account ID when performing the following operations.

- Normal transmission
- Delayed transmission

- Broadcast transmission
- Sub address transmission
- Output from Sub address Box
- Encrypted transmission
- Manual send when dialed from this machine to the receiving system
- Polling transmission
- Network FAX transmission

When job accounting has been enabled, batch transmission function works only for communication to be performed for the same Account ID. The communication to be performed with a different Account ID is not conducted as a batch transmission.

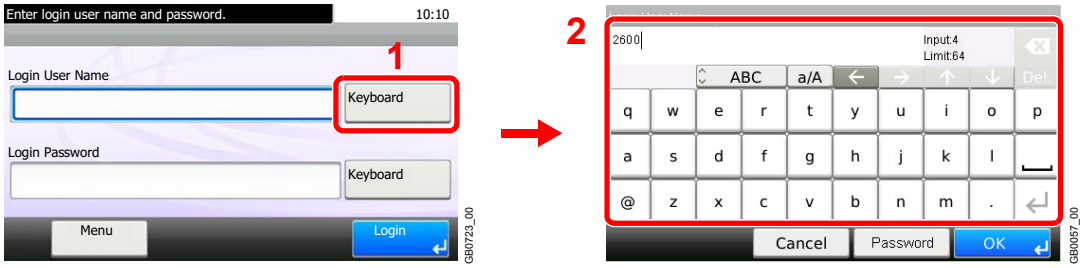
Normally, the Local FAX Name is printed in the transmit terminal identification (TTI). However, when job accounting has been enabled, and you send originals after entering an Account ID, the Account Name is printed.

Logging in when User Accounting has been Enabled

When user accounting has been enabled, you need to enter a User ID and Password to use the machine.

Normal login

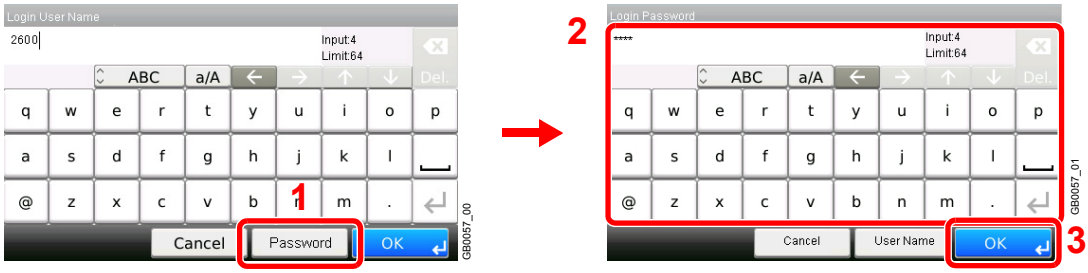
1 Enter the login user name.



If this screen is displayed during operations, press [Keyboard] to enter the login user name.

Refer to *Character Entry Method on page 11-2* for details on entering characters.

2 Enter the login password.

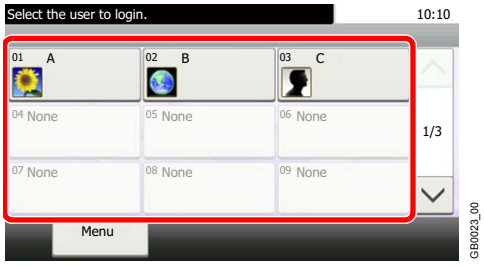


Press [Password] to enter the login password.

3 Log in.

NOTE
If *Network Authentication* is selected as the user authentication method, either Local or Network can be selected as the authentication destination.

Simple Login



If this screen is displayed during operations, select a user and log in.

NOTE
If a user password is required, an input screen will be displayed.

Refer to *Simple Login* on the machine's *Operation Guide*.

NOTE
When the operation is completed, press the **Logout** key.

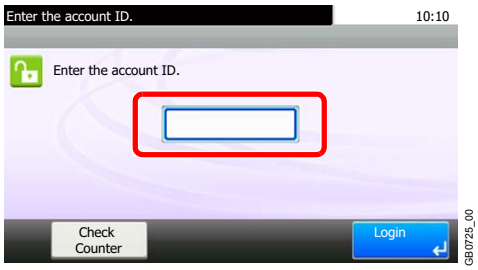
Logout

Logging in when Job Accounting has been Enabled

When job accounting has been enabled, you need to enter an Account ID when using the machine.

Login

1 Enter the account ID.



If this screen is displayed during operations, enter the account ID.

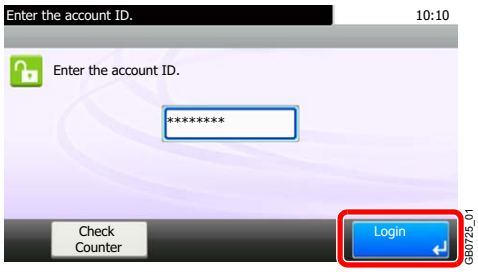
NOTE

If you entered a wrong character, press the **Clear** key and enter the account ID again.

If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.

By pressing [Check Counter], you can refer to the number of pages printed and the number of pages scanned.

2 Log in.



NOTE

When the operation is completed, press the **Logout** key.

10 Troubleshooting

This chapter explains the following topics:

Indicators During Sending/Receiving Operation 10-2
Responding to an Attention Indicator Flashes 10-2
Precautions When Turning Power OFF 10-3
Error Messages 10-4
Error Code List 10-5
Troubleshooting 10-7

Indicators During Sending/Receiving Operation

The **Processing** and **Memory** indicators show the fax transmission status.

- The **processing** indicator blinks during fax transmission and reception.
- The **Memory** indicator blinks when source data is being stored in memory for memory transmission.
- The **Memory** indicator is lit when there is source data stored in the memory for delayed transmission.

Responding to an Attention Indicator Flashes

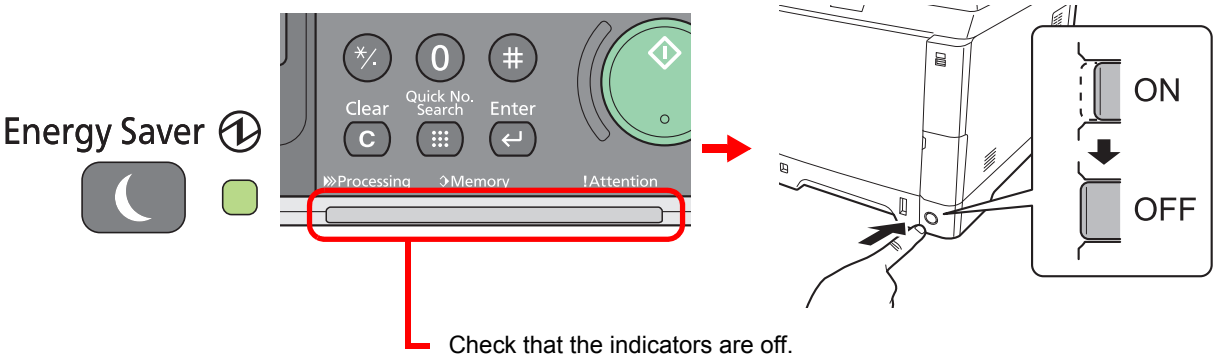
If an attention indicator flashes, press [Status/Job Cancel] to check an error message. If the message is not indicated on the touch panel when [Status/Job Cancel] is pressed or the attention indicator flashes for 1.5 seconds, check the following.

Symptom	Checkpoints	Corrective Actions	Reference Page
Cannot send fax.	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is Permitted FAX No. or Permitted ID No. registered correctly?	Check Permitted FAX No. and Permitted ID No.	*9-10*
	Has a communication error occurred?	Check error codes in the TX/RX Result Report and Activity Report. If the error code starts with "U" or "E", perform the corresponding procedure.	*10-5*
	Is the destination FAX line busy?	Send again.	—
	Does the destination FAX machine respond?	Send again.	—
	Is there an error other than above?	Contact your Service Representative.	—

Precautions When Turning Power OFF

To receive faxes with the power turned off, press the **Energy Saver** key on the operation panel. You cannot automatically receive a fax when the main power switch is turned off.

Before turning off the main power switch, press the **Energy Saver** key on the operation panel. Make sure that the **Processing** indicator and the **Memory** indicator are off before turning off the main power switch.



NOTE

When the **Processing** indicator or **Memory** indicator is lit up, the machine is operating. Turning off the main power switch while the machine is operating may cause it to malfunction.

Error Messages

When an error occurs, the display may show one of the error messages listed below. These will help you identify and correct the problem.

NOTE

When a transmission error occurs, a sent/receipt result report is produced.

Check the error code shown in the report and refer to *Error Code List on page 10-5* for a description. To print the sent/receipt result report, refer to *Send Result Reports on page 8-4* and *FAX RX Result Reports on page 8-7*.

You may also check error codes using the activity report. (Refer to *Activity Report on page 8-9*.)

Message	Checkpoint	Corrective Action	Reference Page
Machine failure.	—	Turn the main power switch off and on, or unplug the power cord and plug it in again. If the message still appears, note the error code. Turn the main power switch off and unplug the power cord. Call your service representative.	—
Box limit exceeded.	—	• Sub Address Box capacity is used up with document data. Press [End]. The job is canceled. Try to perform the job again after printing or deleting the data in the Sub Address Box. • The polling box is full. Press [End]. The job will be canceled. Delete documents from the polling box and then repeat the operation.	*6-13*
Job Accounting restriction exceeded.	—	The number of paper used has exceeded the limit preset by Job Accounting. No further operation is possible. Press [End]. The job is canceled. Try to perform the job again after resetting the limit for paper use.	Refer to the machine's *Operation Guide*.
The phone receiver is off the hook.	Is the phone (commercially available) connected to the machine off the hook?	Hang up the handset.	—
Scheduled sending jobs exceeded.	—	The number of jobs has exceeded the limit set for delayed transmission. Press [End]. The job is canceled. Wait until the delayed transmission is executed, or cancel the delayed transmission and then perform the job again.	*4-15*
Add the following paper in cassette 1 (~4).	Is the indicated cassette out of paper?	Add paper. If the reception paper type is specified, the necessary paper type is also displayed. To use another paper source, press [Paper Selection]. To print using the selected paper, press [Continue].	—
	Is the type of printing paper specified?	The cassette for the specified paper type is not available. Select other paper source and press [Continue].	—
	Is the cassette securely loaded?	Remove the cassette and reload it completely.	—

Error Code List

When a transmission error occurs, one of the following error codes is recorded in the TX/RX Result Report and Activity Report.

NOTE
"U" or "E" will appear in the error code depending on the communication speed setting.

Error Code	Possible Cause/Action
Busy	Failed to establish connection with the recipient despite auto redialing the preset number of times. Send again.
CANCELED	Transmission was canceled due to an action to cancel transmission. Reception was canceled due to an action to cancel reception.
U00300	Paper depletion occurred at the recipient machine. Check with the recipient.
U00430 - U00462	Reception was canceled because of mismatching of communication features with the sender machine although the line connection was established.
U00601 - U00690	Communication was stopped due to the machine failure. Send or receive again.
U00700	Communication was stopped due to failure on the part of the sender or recipient machine.
U00800 - U00811	Page(s) not sent correctly. Send again.
U00900 - U00910	Page(s) not received correctly. Ask the sender to resend.
U01000 - U01097	Communication error occurred during transmission. Send again.
U01100 - U01196	Communication error occurred during reception. Ask the sender to resend.
U01400	Failed to establish communication with the sender or recipient machine because dialing registered for a push line system was used in a pulse line system.
U01500	Communication error occurred during high-speed transmission. Send again.
U01600	Communication error occurred during reception of high-speed transmission. Ask the sender to reduce the transmission speed and send again.
U01700 - U01720	Communication error occurred during high-speed transmission. Send again.
U01721	Communication error occurred during high-speed transmission. Designated transmission speed may not be available for the recipient machine. Reduce the transmission start speed and send again.
U01800 - U01820	Communication error occurred during reception of high-speed transmission. Ask the sender to reduce the transmission speed and send again.
U01821	Communication error occurred during reception of high-speed transmission. Designated transmission speed may not be available for this machine. Ask the sender to reduce the transmission speed and send again.
U03000	During polling reception, a fax could not be received because no originals were set in the other party's fax machine. Check with the other party.
U03200	Sub address bulletin board reception was attempted and the other party's machine is an our brand model, but the specified sub address box contained no data. Check with the other party.
U03300	An error occurred due to either 1 or 2 below. Check with the other party. 1 The other party's machine is an our brand model and transmission restrictions were found set by the other party during polling reception. Communication was interrupted because the password was incorrect. 2 The other party's machine is an our brand model and transmission restrictions were found set by the other party during sub address bulletin board reception. Communication was interrupted because the password was incorrect.

Error Code	Possible Cause/Action
U03400	Polling reception was interrupted because the password entered by the other party did not match the Local FAX ID on the receiving machine. Check with the other party.
U03500	Sub address bulletin board reception was attempted and the other party's machine is an our brand model, but the specified sub address box was not registered on the other party's machine. Check with the recipient.
U03600	The other party's machine is an our brand model and sub address bulletin board reception was interrupted because the specified sub address password was incorrect. Check with the other party.
U03700	Sub address bulletin board reception was attempted but the other party's machine either does not have a sub address bulletin board communication function or there were no originals in any of the originals transfer boxes (sub address boxes).
U04000	Specified sub address box is not registered in our brand recipient machine, or the sub address does not match.
U04100	Recipient machine is not equipped with a sub address box function, or the sub address does not match.
U04200	Encrypted transmission was canceled because the specified box is not registered.
U04300	Encrypted transmission was canceled because the recipient fax is not equipped with an encrypted communication function.
U04400	Encrypted transmission was canceled because the encryption key does not match.
U04500	Encrypted reception was canceled because the encryption key does not match.
U05100	Transmission was canceled because communication requirements are not met due to the transmission restriction set on this machine. Check with the recipient.
U05200	Reception was canceled because communication requirements are not met due to the reception restriction set on this machine.
U05300	Reception was rejected by the recipient because communication requirements are not met due to the reception restriction set on the recipient machine. Check with the recipient.
U14000	Reception to the Sub Address Box was stopped because there is no more free space in the memory of this machine. Create free space by outputting the data stored in the memory, or cancel the reception to the Sub Address Box.
U14100	Transmission to the Sub Address Box or sub address box on our brand recipient machine was stopped because there is no more free space in the memory of the recipient machine. Check with the recipient.
U19000	Memory reception was stopped because there is no more free space in the memory of this machine. Create free space by outputting the data stored in the memory, and ask the sender to resend.
U19100	Transmission was stopped because there is no more free space in the memory of the recipient machine. Check with the recipient.
U19300	Transmission was stopped due to a data error occurring during transmission. Send again.

Troubleshooting

When a problem occurs, first check the following. If the problem persists, contact your dealer or service representative.

Symptom	Checkpoint	Corrective Action	Reference Page
Cannot send document.	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is *Send error* displayed?	Remedy the cause of error and send again.	*10-5*
	Is TX (transmission) restriction activated?	Cancel the TX restriction.	*9-10*
Cannot perform broadcast transmission.	Is free space available in the memory?	Send after the memory has free space, or create free space in the memory.	—
Cannot perform encrypted communication.	Are the registrations correct both at sender and recipient?	Double-check the registrations both at sender and recipient.	*6-36*
Cannot use the remote switching function.	Is a pulse line used?	Some phones may transmit tone signals using buttons. Refer to the operation manual of your phone set.	—
	Is the remote switching number correct?	Check the registration. (Default: 55)	*7-10*
No print output after reception.	Is memory forwarding activated?	Check the forwarding destination.	*6-2*
Cannot receive document.	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is *Communication error* displayed?	Remedy the cause of error and ask the sender to retry.	*10-5*
	Is RX (reception) restriction activated?	Cancel the RX restriction.	*9-10*
Cannot perform memory reception.	Is free space available in the memory?	Receive after the memory has free space, or create free space in the memory.	—
Cannot perform sub address transmission.	Is the recipient fax machine equipped with a sub address transmission feature?	Sub address transmission cannot be performed unless the recipient fax machine has a similar sub address transmission feature.	—
	Is the entered sub address or sub address password identical to the sub address or sub address password registered in the recipient fax machine?	If your entry is correct, check with the recipient. This machine does not use a sub address password for reception.	*6-23*
	Is free space available in the memory of the recipient fax machine?	Check with the recipient.	—
Cannot perform memory forwarding.	Is memory forwarding set to **[On]**?	Check the memory forwarding setting.	*6-2*
Cannot output from a Sub Address Box.	Is the box password been set?	Enter the correct box password.	*6-13*
Cannot use polling reception.	Is polling transmission being used correctly on the sending machine?	Check with the recipient.	—

Symptom	Checkpoint	Corrective Action	Reference Page
Cannot use sub address bulletin board communication.	Does the other party's fax machine have the same sort of sub address bulletin board communication function?	If the other party's fax machine does not have the same sort of sub address bulletin board communication function, it cannot receive faxes via a sub address bulletin board. Check with the recipient.	—
	Is the entered sub address or sub address password correct?	If your entry is correct, check with the recipient.	—

11 Appendix

This chapter explains the following topics:

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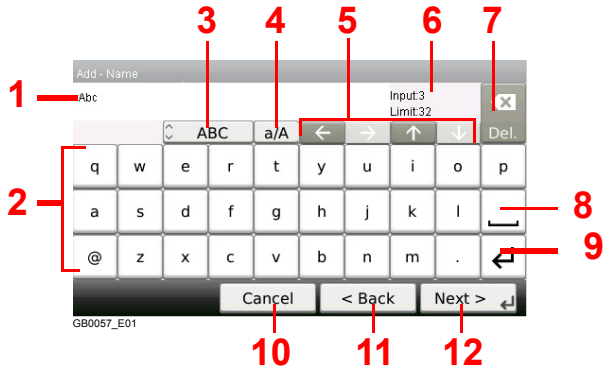
Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

NOTE
QWERTY, QWERTZ and AZERTY are keyboard layouts the same as a PC keyboard are available. If necessary, change the layout. For information on how to change layouts, refer to the machine's *Operation Guide*.
QWERTY layout is used here as an example. You may use another layout following the same steps.

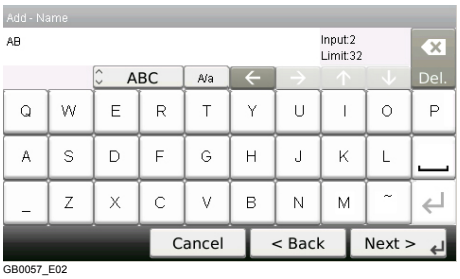
Entry Screens

Lower-case Letter Entry Screen



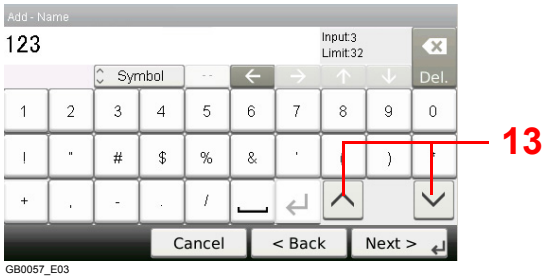
No.	Display/Key	Description
1	Display	Displays entered characters.
2	Keyboard	Press the character to enter.
3	[ABC] / [Symbol]	Select the characters that are entered. To enter symbols or numbers, select [Symbol].
4	[A/a] / [a/A]	Press to switch between upper case and lower case.
5	Cursor Key	Press to move the cursor on the display.
6	[Input] / [Limit] Display	Displays maximum number of characters and the number of characters entered.
7	Delete Key	Press to delete a character to the left of the cursor.
8	Space Key	Press to insert a space.
9	Enter Key	Press to enter a line break.
10	[Cancel]	Press to cancel entered characters and return to the screen before the entry was made.
11	[< Back]	Press to return to the previous screen.
12	[OK] / [Next >]	Press to save the entered characters and move to the next screen.

Upper-case Letter Entry Screen



GB0057_E02

Number/Symbol Entry Screen



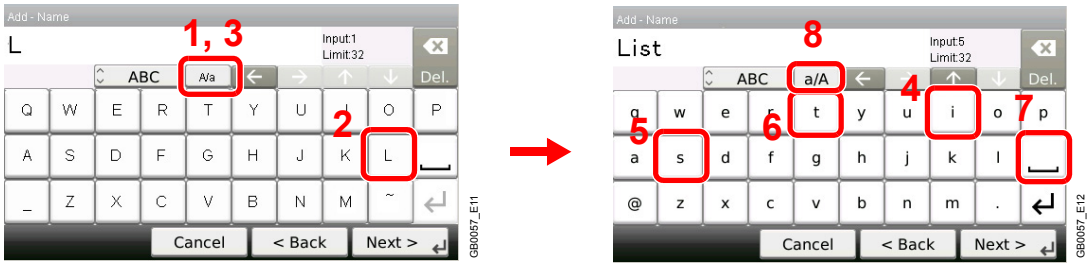
GB0057_E03

No.	Display/Key	Description
13	[▲]/[▼]	To enter a number or symbol not shown in the keyboard, press the cursor key and scroll the screen to view other numbers or symbols to enter.

Entering Characters

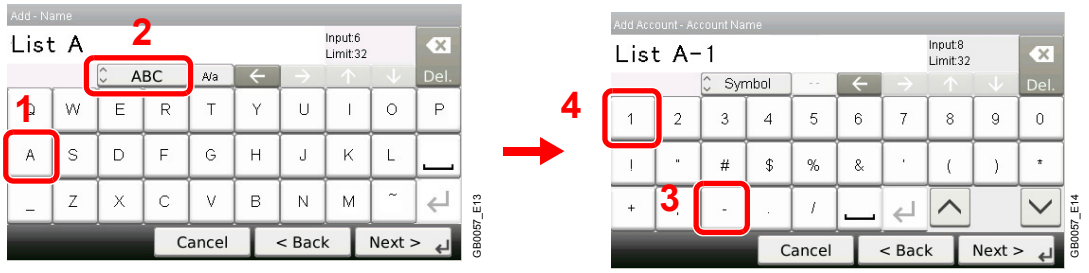
Follow the steps below to enter 'List A-1' for an example.

1 Enter 'List', (space).



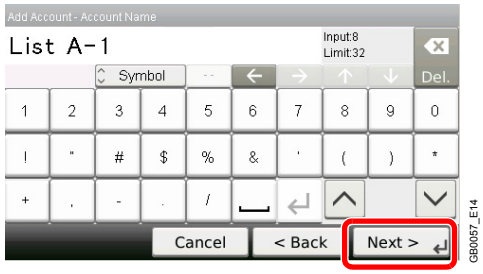
To shift from lower case to upper case letters, press [a/A]. To shift from upper case to lower case letters, press [A/a].

2 Enter 'A-1'.



To enter numbers or symbols, press [ABC] to display [Symbol].

3 Register the characters you entered.



Press [Next>]. The entered characters are registered.

Specifications

NOTE
Specifications are subject to change without notice.

Item	Description
Compatibility	Super G3
Communication Line	Subscriber telephone line
Transmission Time	3 seconds or less (33600 bps, JBIG, ITU-T A4-R #1 chart)
Transmission Speed	33600/31200/28800/26400/24000/21600/19200/16800/14400/12000/9600/7200/4800/2400 bps
Coding Scheme	JBIG/MMR/MR/MH
Error Correction	ECM
Original Size	Max. width: 8-1/2"/216 mm, Max. length: 14"/356 mm
Automatic Document Feed	Max. 50 sheets (with document processor)
Scanner Resolution	Horizontal × Vertical 200 × 100 dpi Normal (8 dot/mm × 3.85 line/mm) 200 × 200 dpi Fine (8 dot/mm × 7.7 line/mm) 200 × 400 dpi Super (Super Fine) (8 dot/mm × 15.4 line/mm) 400 × 400 dpi Ultra (Ultra Fine) (16 dot/mm × 15.4 line/mm)
Printing Resolution	600 × 600 dpi
Gradations	256 shades (Error diffusion)
One-Touch Key	100 keys
Multi-Station Transmission	Max. 100 destinations
Substitute Memory Reception	256 sheets or more (when using ITU-T A4 #1)
Image Memory Capacity	3.5 MB (standard) (For fax transmission and reception)
Report Output	Sent result report, FAX RX result report, Activity report, Status page

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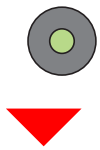
Connection Status (refer to the machine's *Operation Guide*)		
SSD (refer to the machine's *Operation Guide*)		

System Menu / Counter



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Received FAX Sizes and Paper Priority (Inch Model)

When no paper loaded in the cassettes matches the received fax size and orientation, the machine automatically chooses the printing paper according to the following priority.

Same Size Override

		Received FAX Size		
Priority		ST	LT	LG
Paper Size	1	ST	LT	* LG
	2	LT	LG	*,** LT
	3	LG		* LT (two sheets)

* Paper orientation is different from the received document. The image is printed after being rotated 90°automatically.

** Received Legal size document is reduced to match Letter size paper.

: indicates print output on two sheets.

NOTE

The abbreviations denote the following paper sizes.

ST: Statement

LT: Letter

LG: Legal

When a paper type is selected in *Media Type*, a received fax is printed using the matching paper source. (Refer to page *5-8*.)

If [All Media Types] is selected, a paper type cannot be specified for fax printouts.

Received FAX Sizes and Paper Priority (Metric Model)

When no paper loaded in the cassettes matches the received fax size and orientation, the machine automatically chooses the printing paper according to the following priority.

Same Size Override

		Received FAX Size		
Priority		A5	A4	FL
Paper Size	1	A5	A4	* FL
	2	A4	FL	*,** A4
	3	FL		* A4
	4	B5		

* Paper orientation is different from the received document. The image is printed after being rotated 90°automatically.

** Folio size original is reduced to match A4 size paper.

: indicates print output on two sheets.

NOTE

The abbreviations denote the following paper sizes.

FL: Folio

When a paper type is selected in *Media Type*, a received fax is printed using the matching paper source. (Refer to page *5-8*.)

If [All Media Types] is selected, a paper type cannot be specified for fax printouts.

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QUALITY
CERTIFICATE
This machine has passed
all quality controls and
final inspection

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